



## Tuition Student Withdrawal Form

**Withdrawal Policy:** Tuition students may withdraw from their CVA class(es) without a grade penalty until the withdrawal deadline posted on the CVA website each term and before the student has taken the Final Exam or the EOC/Milestone. If this form is completed and emailed to [cvaregistration@cobbk12.org](mailto:cvaregistration@cobbk12.org) by the established deadline, CVA will issue refunds minus a \$75 registration fee. No refunds will be given for student withdrawals after the deadlines indicated.

**Directions:** Take a picture or scan this completed form and email it to [cvaregistration@cobbk12.org](mailto:cvaregistration@cobbk12.org)

### Student and Course Information

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Home School: \_\_\_\_\_

Term: \_\_\_\_\_

Course Name: \_\_\_\_\_

Course Teacher: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Withdrawal:

### CVA Administration Use Only

FlexEd  Synergy  CSIS  Withdrawal Confirmation Email

Payment Method: cc  echeck  Refund Amount: \_\_\_\_\_ Confirmation Number: \_\_\_\_\_