



cobbvirtualacademy.org

## Tuition Student Withdrawal Form

Tuition students may withdraw until a pre-determined date prior to the CVA final exams without the course grade being posted to their academic transcript. Cobb Virtual Academy allows withdrawals for tuition students, less a \$75 registration fee, through a pre-determined date. After that date, refunds will not be given for student withdrawals.

For the **partial refund and final withdrawal date information**, visit the CVA website: Resources > Term Information > Tuition Student - Deadline to Withdraw with Partial Refund/No Refund.

Withdrawals are not official until the Withdrawal Form and any Personal Fitness equipment is returned, or the replacement cost is paid. Personal Fitness equipment should be returned to the Cobb Virtual Academy office, 1765 The Exchange SE, Atlanta, GA 30339.

Take a picture or scan the completed form and email to [CobbVirtualAcademy@cobbk12.org](mailto:CobbVirtualAcademy@cobbk12.org)

### Student and Class Information

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

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

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

Class Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Withdrawal:

- Course content was too difficult
- Student fell behind in course and could not catch up
- Personal: medical or family situation
- Inability to adjust to online learning environment
- Lack of self-discipline to work independently
- Other: \_\_\_\_\_

### Equipment Return (if applicable)

Personal Fitness Equipment Returned:  Yes  No

CVA Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### CVA Administration Use Only

Genius  Withdrawal Confirmation Email

Summer Term Only: Synergy  CSIS