

COURSE WITHDRAWAL REQUEST FORM

Student Name: _____ CEI ID#: _____

High School: _____ HS Grad Yr: _____ DOB: _____

Student Email: _____ Phone: _____

List course(s) you wish to withdraw from:

Term: _____ Course: _____ Instructor: _____

Term: _____ Course: _____ Instructor: _____

Term: _____ Course: _____ Instructor: _____

Term: _____ Course: _____ Instructor: _____

Reason: _____

Withdraw: Requests to withdraw from CEI courses can be made after the drop deadline up until the withdrawal deadline for applicable course type. Deadlines are found on the CEI website: <https://www.cei.edu/early-college-deadlines>. It is the student's responsibility to know the type of course they are taking and applicable deadlines. Want to talk to an advisor before making a decision? Schedule [here](#).

- Withdrawing from a course is considered an unsuccessful attempt and results in a "W" grade on your permanent college transcript.
- A "W" grade does not impact your college GPA, however it may impact your high school grade. Check with your high school counselor to verify high school rules.
- **DC: Dual Credit** (courses taken at a high school or IDLA) No refunds are issued for withdrawn courses.
- **DCC: Dual Credit through Campus** (courses taken directly through CEI faculty) courses are subject to the following CEI withdrawal refund policies.
 - Withdrawal by Friday during the second (2nd) week of courses – 50% tuition refund
 - Withdrawal by Friday during the third (3rd) week of courses – 25% tuition refund
 - No tuition refunds after Friday of the third (3rd) week of courses
 - Dual Credit through Campus courses have fees.
 - Fees are never covered by Advanced Opportunities.
 - Fees are non-refundable after the first day of class.

Did you apply for Advanced Opportunities funding for withdrawn classes?

Withdrawing or failing an Early College course is considered an unsuccessful attempt by the State of Idaho Advanced Opportunities program. When AO funds are used for unsuccessful course attempts, the state rule requires the student pay for and pass the next class before they can access more AO funding.

If you requested Advanced Opportunity funding for a class you are withdrawing from, please select an option below for payment. **If you do not select an option, option #2 will be used.**

☐ **Option #1:** I will self-pay tuition for withdrawn course(s), in order to have access to Advanced Opportunities in the next desired term. I understand CEI will notify AO of the funding change and since I self-paid, CEI will not place a flag on my AO account restricting my access to further funding. Self-payments are due within 30 days of submitting this form. Receipt of payment should be submitted to the Early College Office.

☐ **Option #2:** I will allow Advanced Opportunities to pay the tuition for the course(s) I am withdrawing from and forego the opportunity to use funding until I have paid for and passed a future course. I understand a flag will be placed on my AO account until the next course(s) have been successfully completed per state rules.

If this form is submitted past the withdrawal deadline as part of a petition, the student no longer has the option to select payment changes. The original payment selection for the class will be used.

By signing below, I acknowledge the following:

1. I have read and understand the consequences of withdrawing from CEI Early College course(s).
2. I have read and understand the State of Idaho Advanced Opportunities rule regarding unsuccessful course attempts and accept the payment terms I selected above.
3. If self-pay is selected, payment must be made within 30 days of submitting this form. Payments can be made by phone 208-535-5352 or by logging into CEI Self-Service. **Please make your payment within 30 days of submitting this form.**
4. I understand that it is my responsibility to notify my high school of changes made to my schedule.

Student Signature: _____ Date: _____