

# Grand River Technical School

## Withdrawal Procedures

### Official Withdrawals

- Students have until the end of the first week of school to drop with no penalties.
- Tuition and fees for classes dropped within the first week will be refunded in full. See refund policy.
- Students may initiate the withdrawal process by submitting a written withdrawal request to the school
- Copies of all withdrawal requests are forwarded to the Financial Aid Office for review.

### Unofficial Withdrawals

- Grand River Technical School takes daily attendance. Students who are absent 5 days consecutive with no notification to the school, are considered to have voluntarily withdrawn.
- Student will then be dropped from the roster on the school day following the 5<sup>th</sup> consecutive unexcused absence. \*
- No refunds are given for unofficial withdrawals.
- Students who stop attending prior to the end of the semester may be required to pay back all or part of any financial aid monies received for the term.

\* NOTE: Absences for Post Secondary students are not excused with the exception of an approved leave of absence, which must be documented in the financial aid office.

*For further information, contact the financial aid office, 660-646-3414.*