



Class Withdrawal Form 退学表

Student Name:		Parent Name (if student is a minor):		
Address to mail the check to (if not picking up at RACL):				
Reimbursable Item(s)				Amount
Tuition ¹:	<input type="checkbox"/> Language Class <input type="checkbox"/> Activity Class	Class(es) :	<input type="checkbox"/> 100% refund ² <input type="checkbox"/> 50% refund ²	\$
PTA Fee:	\$10 PTA fee is ONLY refundable if student withdrawals from all classes AND withdrawals within the first 2 weeks of the current semester.			\$
Textbook(s):	Fees are ONLY refundable if the textbooks are in LIKE-NEW condition. Student must return the books with this withdrawal form.			\$
Other Balance:	Balance from previous semesters, unpaid fees and fines (i.e., unreturned library books, PTA fines, etc) will be subtracted from the refund amount.			(\$)
Total:				\$
Submitted by: (Please Print)		Signature:		Date:
Registration Department Approval by (Please make sure total amount is correct and if applicable, textbooks are returned and are in like-new condition.)				
Name (Please Print):		Signature:		Date:
Final Approval by:				
Name (Please Print):		Signature:		Date:
For RACL Use Only:				
Check Issue Date:	Check No.:		Check Amount:	
Remarks:				

Notes:

1. Please use one form per each student. If withdraws from both language and activity classes, please check both boxes and list both classes.
2. On and before 2nd week: Full refund
 3rd through 4th week: 50% refund
 After 4th week: No refund