

Tuition Student Withdrawal Form

Withdrawal Policy: Cobb Virtual Academy will allow withdrawals from **Personal Fitness**, less a \$75 registration fee, through noon on the Friday prior to the first mandatory Pre-Fitness/equipment distribution session. No refunds will be given for withdrawals from Personal Fitness after that date. **For all other courses**, Cobb Virtual Academy will allow withdrawals, less a \$75 registration fee, through the pre-determined date posted on the CVA website. No refunds will be given for student withdrawals after that date.

Tuition students may withdraw without a grade penalty until a **pre-determined** date prior to the administration of Final Exams or the End of Course Test. The last day for withdrawal is posted on the CVA website. **Withdrawals are not official** until the Withdrawal Form and all textbooks and/or Personal Fitness equipment are returned or the replacement cost is paid. Textbooks received from the local school should be returned to the local school Textbook Coordinator. Textbooks and Personal Fitness equipment received from the Cobb Virtual Academy should be returned to the Cobb Virtual Academy office at 1560 Joyner Avenue, Marietta, GA 30060.

Student and Course Information

Student Name: _____

Home School: _____

Term: _____

Course Name: _____

Course Instructor: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

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

Textbook Return

Textbook/Polar Equipment Returned: Yes No _____

Textbook/Polar Watch Number: _____

CVA/School Administrator's Signature: _____ Date: _____

CVA Administration Use Only

Genius Withdrawal Confirmation Email Summer Term Only: Synergy CSIS

Form may be faxed or emailed (take a picture of completed form with your device) if there are no textbooks or Personal Fitness equipment to be returned.

Cobb Virtual Academy
1560 Joyner Avenue, Marietta, GA 30060
Fax: 678-594-8941
Email: CobbVirtualAcademy@cobbk12.org