



## Withdrawal Form

**Withdrawal Policy:** The Cobb Virtual Academy will issue **no** refunds to students who withdraw from **Personal Fitness** or **Health**. The Cobb Virtual Academy will allow withdrawals less a \$75 registration fee through 4:00 pm on the business day prior to the first day of class for all courses except Personal Fitness and Health. After that point, refunds will not be given for student withdrawals.

Tuition students may withdrawal without grade penalties until a **pre-determined** date prior to the final exams. Students are notified of the last day to withdrawal without grade penalty when deficiency notices and progress reports are sent. **Withdrawals after the first day of class are not official** until the Withdrawal Form (Word, PDF) and all textbooks and/or supplemental resources are returned or the replacement cost is paid. A Withdrawal Form must be completed and all textbooks, CDs, and supplemental materials returned to the school that issued the textbook or resource by the designated date/time.

**Directions:**

**Cobb Virtual Academy Parent and Student:**

Complete Section 1.0 and return textbook, supplemental resources and this form to the Cobb Virtual Academy or the school that issued the textbook or other resource. The form can be completed by clicking on the field and entering the information. Use the TAB key to move to the next field. Form may be faxed to 770-514-3892 if there are no textbooks or materials to be returned.

**Local School Administrator or Cobb Virtual Academy Administrator:**

Complete Section 2.0.

### 1.0 Student and Course Information

Student Name: \_\_\_\_\_  
Home School: \_\_\_\_\_  
Term: \_\_\_\_\_  
Course Name: \_\_\_\_\_  
Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 2.0 Textbook Return

Textbook Returned:  Yes  No \_\_\_\_\_  
Textbook Number: \_\_\_\_\_  
Local School Administrator's 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

Form may be faxed to **770-514-3892** if there are no textbooks or materials to be returned.