



C. LAWRENCE ACADEMY

## Course Withdrawal Form

In order to withdraw from a course at C.Lawrence Academy, the student must complete this form and submit it to the Office of Administration. The withdrawal is effective the date the information is received in the Office of Administration. If the student is less than 18 years of age, then withdrawal from a course requires permission from both the School Principal and the student's parents.

Students may drop courses within 5 days (or equivalent 10 hours) upon mid-point of the course without any record in the O.S.T. Any course attempted but not dropped within three days of receipt of the mid-point of the course, will be included as an "attempted course" on the O.S.T, with a "W" entered in the credit column and the percentage grade the student earn up to the point of withdrawal.

I \_\_\_\_\_ request to be withdrawn from \_\_\_\_\_ (course name).

Student Signature: \_\_\_\_\_

Parent / Guardian: \_\_\_\_\_ (if student under 18 yrs.)

Principal: \_\_\_\_\_ Date: \_\_\_\_\_