



Class Withdrawal Policy and Form

STUDENT WITHDRAWAL INFORMATION

To withdraw from a class, you must notify the Registrar's Office, **in writing**, of your intention to withdraw. You may do so by completing and returning a withdrawal form by e-mail or mail.

Upon notice of withdrawal, the student will receive **credit to attend another class** of similar value. This credit may be applied to the current student and must be used no later than the following semester or the credit is forfeited. Withdrawal notices must be received by the TMA Education Department **one week before** the beginning of the class date. The postmark will be considered the date of withdrawal if requested by mail. Notification of withdrawal to the instructor, the student's lack of attendance, telephoning the Registrar's Office, or withdrawing after the deadline does not constitute 'official' withdrawal.

The Toledo Museum of Art purchases materials and supplies, contracts teaching staff, and schedules support employee work schedules based on the number of students enrolled in each class. Due to these preparatory expenses, cash can only be given to students who wish to withdraw from classes in exceptional circumstances, to be determined on a case-by-case basis.

THERE WILL BE NO CLASS CREDITS ISSUED AFTER THE START OF THE FIRST CLASS SESSION.

E-mail:sdaniels@toledomuseum.org**Mail:**

Toledo Museum of Art Class Registration

Box 1013

Toledo, OH 43697-1013

419-254-5080

Date:

Name	
Street Address	
City, State, Zip	
Phone	
Requesting withdraw from course:	Course name: Course code:

Requesting exchange credit for:	<input type="checkbox"/> Exchange to new class in this session <input type="checkbox"/> Deferment to next session
New Course Name (if exchange)	
Name	
Street Address	
City, State, Zip	
Phone	