



# GLOBAL UNIVERSITY

## GRADUATE SCHOOL OF THEOLOGY

1211 South Glenstone Avenue, Springfield, MO 65804 USA  
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### GRADUATE COURSE WITHDRAW REQUEST

(Use a separate Graduate Course Withdraw Request for each course.)

#### TO BE COMPLETED BY STUDENT ONLY:

Global University Student No. \_\_\_\_\_

\_\_\_ Male \_\_\_ Female Date of Birth \_\_\_-\_\_\_-\_\_\_  
Day Month (as JAN) Year

Name \_\_\_\_\_  
Family Name Maiden Name  
First Middle

Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Country \_\_\_\_\_ Is this a new address? \_\_\_ Yes \_\_\_ No

Course No. and Name \_\_\_\_\_

Reason for Request \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is refund to be by check or other (specify)? \_\_\_\_\_

**I request that I be allowed to withdraw from the above course and that a refund be made according to the published refund policy for the Graduate School of Theology of Global University. I understand that withdrawal from this course will result in a score of *Withdrawn* for the course. I further understand that this withdrawal will become official when it is processed by the International Office of Global University.**

X \_\_\_\_\_ Date \_\_\_-\_\_\_-\_\_\_  
Student Signature Day-Month-Year (as 03Jan11)

**Please send this GCWR to your Graduate Studies Group Director.**  
**GRADUATE STUDIES GROUP DIRECTOR ONLY:**

GSG Office Code \_\_\_ \_\_\_ \_\_\_ No. of Unit Assignments Submitted to Mentor \_\_\_

X \_\_\_\_\_ Date \_\_\_-\_\_\_-\_\_\_  
Graduate Studies Group Director Signature Day-Month-Year (as 03Jan11)

GSG Office Address Stamp:

**Send completed GCWR to International Office.**

**INTERNATIONAL OFFICE ONLY:**

**Enrollment Withdraw Refund Date:** \_\_\_\_\_

Tuition Billed \$ \_\_\_\_\_ Refund Amount \$ \_\_\_\_\_

Refund Method \_\_\_\_\_

Scan completed document in student's DESI record.

#### CANCELLATION AND REFUND POLICY

A student has the right to withdraw from any given course or program or from the Graduate School of Theology at any time. To withdraw, the student must notify the office of the Dean. The amount of all refunds is calculated from the date of enrollment or service for which a fee was paid. A student must request to withdraw from a course within nine (9) months of the enrollment date to be entitled to a tuition refund. The refund policy is as follows:

1. An enrollment may be canceled within five (5) business days after the day on which the enrollment agreement (Graduate Subject Enrollment Card) is signed by the Global University Graduate Studies Group Director. The Graduate Course Order Form is the enrollment agreement for students who enroll directly through the International Graduate Studies Center. If a student cancels enrollment during this time, the student will be refunded all money paid, excluding shipping and handling fees..
2. From five (5) business days after the day on which the enrollment agreement was signed by the director and before the Global University mentor receives the first completed lesson assignment, Global University will be entitled to retain a registration fee of an amount equal to 45 percent of the tuition for one credit.
3. If a student requests cancellation after the Global University mentor receives the first completed lesson assignment, Global University shall be entitled to retain an amount equal to the tuition for one credit.
4. If a student requests cancellation after the Global University mentor receives three assignments, Global University shall be entitled to retain an amount equal to the tuition for one and one-half credits.
5. After a student has submitted more than three completed assignments, Global University shall be entitled to retain the full amount of tuition paid for the course.

No fee refund will be made after five (5) business days from receipt by the director of the Graduate Studies Group of the application fee, degree (or certificate) audit fee, program evaluation fee, change of program fee, enrollment extension fee, or other fees for which charges were not included in tuition and for which specific services were performed for a student based on payment of the fee.

No tuition refunds will be made for requests received more than nine (9) months after enrollment in a course.

Refunds will be given only for materials that are in resalable condition. There will be a 20 percent restocking fee for returned materials.