

**CAMPUS ENGLISH ACADEMY
OFFICIAL NOTICE OF WITHDRAWAL**

Name: _____ Student # _____

Address: _____

I, _____, wish to withdraw from the (circle one)
Beginner Intermediate Advanced ESL program in which I am currently enrolled.

Reasons for withdrawal:

Will you be returning to the program? (circle one): yes no maybe

How was your overall experience at Campus English Academy? (circle one): 1 2 3 4 5 6 7 8 9 10

Recommendations for improvements or additional comments:

I have been made fully aware of Campus English Academy's withdrawal policies, and I understand that if I am eligible, I will receive a refund of unused tuition based on the pro-rata refund policy established by Campus English Academy. I also understand that by withdrawing from the program for which I am enrolled, I will be forfeiting all non-refundable fees as per Campus English Academy's refund policy. These fees include the application fee and registration fee.

If I am due a refund and I select to receive a refund via credit card, I understand the refund will be refunded to the original credit card that was charged by Campus English Academy. I understand checks will be mailed to the address listed above. If I select to receive a refund via bank transfer, I will submit my bank details including the name on my account, my account number, the branch name, routing number or ABA tracking number, bank address and telephone number as well as all other pertinent details. I agree to be responsible for any charges related to the transfer of funds and understand that fees are subject to changes in the exchange rate that may affect the total amount refunded.

I understand that refunds are calculated from the date of the withdrawal request and may take up to 30 days to process. If a refund is due to me, I would like my refund processed by (circle one):

credit card check direct bank transfer

Signature: _____ Date: _____