

## Withdrawal Policy

Adult students may withdraw from their Carver technical program on a temporary or permanent basis. Any student that chooses to withdraw must complete an **Adult Student Withdrawal Form**.

Students must meet with their technical instructor, the financial clerk, and the principal. During this meeting the team will discuss the student's financial status (if they have an outstanding balance), how many hours they have earned to date, and how and when they can re-enroll if they choose to do so at a later date.

If the student chooses to re-enroll at Carver, they must have a zero balance, they must pay a \$100.00 re-admittance fee, they must submit a request to re-enroll letter, must meet with the instructor, and the principal and be approved to re-enroll.

Students will only be permitted to rejoin the class in progress if, in the judgement of the instructor, they can be reasonably expected to do so successfully and without undue hardship on the instructor. Students will have to make up all missed work and will have to attend beyond the original graduation date until they have completed the minimum hours required for a certificate. They will be responsible for the cost for any additional hours. If they are unable to successfully re-join the class in progress, they can re-enter the program the next time it is offered.