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Evergreen Academy Withdrawal Policy

This document defines the Withdrawal Policy at Evergreen Academy. This policy is to be appended to current Administrative Handbook, Operational Manual, and the Student Handbook.

Students have the right to withdraw from Evergreen Academy at any time. Any student who wishes to withdraw from Evergreen Academy must *submit Request for Approval to Withdraw*. The request must be submitted to Evergreen Academy no later than 15 days prior to the last day of attendance in order to allow timely process.

At the time of the request, the student must:

1) be enrolled into a class;
2) be in a good academic standing; and
3) have no balance remaining in his / her student account.

The student must fulfill minimum enrollment requirement of two consecutive sessions at Evergreen Academy before being allowed to submit the request. International students with F1 visa may not submit the request form while on a vacation.

Note: Students seeking refund alongside the withdrawal from Evergreen Academy must follow also the refund policy. The refund policy is applicable when the tuition is paid in full. Any student with an outstanding balance remaining in his / her account will not be granted any refund. For more information on the refund policy, refer to the *Evergreen Academy Refund Policy*.