

FLASHPOINT CHICAGO

A CAMPUS OF COLUMBIA COLLEGE HOLLYWOOD

WITHDRAWAL & RE-ADMISSION

WITHDRAWAL FROM ALL REGISTERED COURSES

A returning student who officially withdraws or is administratively withdrawn from all registered courses may qualify for a tuition refund as determined by the date of withdrawal.

A student who drops all registered courses and officially withdraws from the term prior to the Add/Drop deadline at 5:00 p.m. on the seventh (7th) calendar day of the quarter is entitled to a full 100% refund of tuition paid for that quarter or payment period.

To qualify for a full 100% tuition refund, the student must submit a written notice of withdrawal to the Director of Student Success or the Registrar in person or by email, fax, or standard mail and officially drop all registered courses prior to the Add/Drop deadline at 5:00 p.m. on the seventh (7th) calendar day of the quarter. Drop Request forms are available in the Student Services and Registrar's Offices.

A student who officially withdraws or is administratively withdrawn from all registered courses after the Add/Drop deadline and prior to 5:00 p.m. on Friday of Week 5 of the term is entitled to a partial refund of tuition paid for that term based on the last date of recorded attendance. (See *Refund Schedule* below.)

If a student officially withdraws or is administratively withdrawn from all registered courses in an academic quarter and withdrawal from *any* registered course occurs after 5:00 p.m. on Friday of Week 5 of the quarter, tuition is considered fully earned by the college, and there is no refund.

WITHDRAWAL FROM AN INDIVIDUAL COURSE

The deadline to drop an individual course and receive a tuition refund for the course is the Add/Drop deadline at 5:00 p.m. on the seventh (7th) calendar day of the quarter, which is usually the second Monday of the quarter.

If either the first or seventh calendar day of the quarter falls on a school holiday, the Add/Drop deadline is extended to 5:00 p.m. on the second Tuesday of the quarter. Drop forms are available in the Student Services and Registrar's offices.

- A student who submits a Drop Request for an individual course prior to the Add/Drop deadline at 5:00 p.m. on the seventh (7th) calendar day of the quarter is entitled to a full 100% tuition refund for the course.
- If a student submits a Course Withdrawal Request or stops attending an individual course after the Add/Drop deadline, there is no refund.

INVOLUNTARY/ADMINISTRATIVE WITHDRAWALS AND DISMISSALS

A student may be administratively withdrawn from all registered courses for reasons including, but not limited to, failure to maintain Satisfactory Academic Progress (SAP), failure to abide by the rules and regulations of the college, accumulation of unexcused absences in all registered courses in excess of the maximum set forth by the college, and/or failure to meet financial obligations to the college.

If a student is administratively withdrawn from all registered courses, eligibility for a tuition refund is determined by the date of administrative withdrawal or the last date of recorded attendance, whichever is later.

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- If a student is administratively withdrawn from all registered courses prior to the Add/Drop deadline at 5:00 p.m. on the seventh (7th) calendar day of the quarter, the student is entitled to a full 100% refund of tuition paid for the quarter.
- If a student is administratively withdrawn from all registered courses after the Add/Drop deadline and prior to 5:00 p.m. on Friday of Week 5 of the quarter, the student qualifies for a partial refund of all tuition paid for that quarter according to the Refund Schedule below.
- If a student is administratively withdrawn from all registered courses after 5:00 p.m. on Friday of Week 5, the student qualifies for no tuition refund.

If a student is administratively withdrawn from an individual course or courses after the Add/Drop deadline but remains enrolled in other registered courses, the student receives no tuition refund as there is no partial refund for withdrawal from individual course(s).

RE-ADMISSION POLICY

A student who has withdrawn from Columbia College Hollywood at Flashpoint Chicago for a period of one (1) year or more must re-apply for admission to the college. The \$50.00 application fee is waived for returning students. All supporting documents including official transcripts from all colleges attended since leaving Columbia College Hollywood at Flashpoint Chicago must be submitted with the new application.

A student applying for re-admission must:

- Submit a dated, written request for re-admission to the Admissions Department.
- Complete the Columbia College Hollywood Flashpoint Chicago Re-Entry Form

The re-entry form and written request will be evaluated by the Dean of Academic Affairs and the chair of the student's department of study. The student may be reinstated or may be required to attend subsequent meetings with the Director of Student Success and/or the department chair. These meetings may require attendance by the student's family. Further materials, including but not limited to documentation and references, may also be required.

Columbia College Hollywood at Flashpoint Chicago maintains a written record of all proceedings and provides ample feedback regardless of the final decision. All re-admitted, students must complete a new Enrollment Agreement and will be charged the rate of tuition in effect at the time of re-admission. Students who are re-admitted are not extended scholarship assistance. A student may request consideration for assistance by written appeal to the Flashpoint Chicago Scholarship Committee and the Dean of Academic Affairs at flashpoint.appeals@columbiacollege.edu. Scholarships are decided at the sole discretion of the Scholarship Committee.