

Grand River Technical School

Withdrawal Procedures

Official Withdrawals

- Students have until the first day of class to drop with no penalties.
- Tuition and fees for classes dropped within the first week will be at a 75% refund rate. See refund policy.
- Students may initiate the withdrawal process by submitting a written withdrawal request to the school
- Copies of all withdrawal requests are forwarded to the Financial Aid Office for review.

Unofficial Withdrawals

- Grand River Technical School takes daily attendance. Students who are absent 5 days consecutive with no notification to the school, are considered to have voluntarily withdrawn.
- Student will then be dropped from the roster on the school day following the 5th consecutive unexcused absence. *
- No refunds are given for unofficial withdrawals, and the student will owe amounts remaining based on the tuition refund policy in the student handbook.
- Students who stop attending prior to the end of the semester may be required to pay back all or part of any financial aid monies received for the term.

* NOTE: Absences for Post Secondary students are not excused with the exception of an approved leave of absence, which must be documented in the financial aid office.

For further information, contact the financial aid office, 660-646-3414.