



## Tuition Student Withdrawal Form

**Withdrawal Policy:** Cobb Virtual Academy allows withdrawals less a \$75 registration fee for:

- Personal Fitness through noon on the Friday prior to equipment distribution.
- For all other courses, through the pre-determined date posted on the CVA website.

No refunds will be given for student withdrawals after the deadlines indicated.

Tuition students may withdraw without a grade penalty until a pre-determined date prior to the administration of Final Exams or the End of Course Test. The withdrawal deadline is posted on the CVA website. Withdrawals are not official until the Withdrawal Form and any Personal Fitness equipment is returned, or the replacement cost is paid. Personal Fitness equipment should be returned to the Cobb Virtual Academy office, 1765 The Exchange SE, Atlanta, GA 30339.

Take a picture or scan the completed form and email to [CobbVirtualAcademy@cobbk12.org](mailto:CobbVirtualAcademy@cobbk12.org)

### Student and Course Information

Student Name: \_\_\_\_\_

Home School: \_\_\_\_\_

Term: \_\_\_\_\_

Course Name: \_\_\_\_\_

Course Instructor: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Withdrawal:

- Course content was too difficult
- Student fell behind in course and could not catch up
- Personal: medical or family problems
- Inability to adjust to online learning environment
- Lack of self-discipline to work independently
- Other: \_\_\_\_\_

### Equipment Return (if applicable)

Personal Fitness Equipment Returned:  Yes  No

CVA Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### CVA Administration Use Only

Genius  Withdrawal Confirmation Email  Summer Term Only: Synergy  CSIS