OFFICIAL WITHDRAWAL REQUEST FORM

AMERICAN INSTITUTE OF HOLISTIC THEOLOGY

DATE: _____

STUDENT NAME: _____

STUDENT ADDRESS: _____

_____

STUDENT PHONE: (DAY) _____

(EVENING) _____

Reasons for withdrawing from the school:(please explain fully) _____

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Signature _____

Dear Student:

We are concerned that you are requesting withdrawal from AIHT. It is always distressing for us to hear someone has to withdraw. Please let us know if there is anything we could do that would help you stay enrolled.

Attached is an official withdrawal form for you to complete and return to the school. We will then be able to close your file. The following is a summation of our withdrawal policy.

Withdrawal Policy

If you withdraw from an academic program within 30 days of enrollment, if you have not completed any of your course-work and if you return all of your books unmarked, AIHT will grant you a full refund of all tuition paid. If you withdrawal after 30 days but before 60 days you will be granted a partial refund of up to 50% based on the amount of work you have done and the condition of your books. Refunds after 60 days will not be granted.

Shipping fees are **not** refundable. If textbooks have been used or written in, you will be charged the cover price for the damaged books, which will be deducted from the amount of the refund.

When withdrawing, please return all materials to the following address:

AIHT
2112 11th Avenue South, Suite 520
Birmingham, AL 35205

Note: Shipping costs are non-refundable.