

Official Withdrawals

Students who withdraw from the college for any reason must formally withdraw from the college. To officially withdraw, pick up and complete a Withdrawal Form from the Registrar. The student must meet with their advisor to fill out the form and get the proper signatures. The student will also need to get signatures from all of their instructors and then bring the form back to the Registrar to complete the Withdrawal process.

Students who officially withdraw before the “drop date” as listed on the academic calendar will not have coursework reflected in the transcript. Students who withdraw after the “drop date” (NO EXCEPTIONS) will receive a grade of “W” in all classes.

Students officially withdrawing after the last day of withdrawal will receive a letter grade as assigned by the instructor. Please refer to the academic calendar for the last day of Withdrawal date.

Withdrawal Refund

Withdrawing from a semester occurs with a student who wishes to withdraw completely from NHSC for the semester. (Please see Appendix 7).

Refunds are determined as outlined in the Institutional Tuition Refund Policy schedule.

This procedure allows students to withdraw to zero credits for the term.

Withdrawals submitted after the deadline will be not processed and will result in earned grades.

The student must complete the withdrawal process for all courses that are not yet graded and must follow the course drop/withdrawal policy.

The withdrawal date will be posted on student transcript after the process is completed by the appropriate offices.

The date the student is officially withdrawn will determine the tuition refund.

Students are not eligible for refunds beyond the 60% period of the term.

A refund will be processed for room and board contracts based on the move out date.

Completed room move out forms must be submitted to the Business Office before any refund will be processed.