

WITHDRAWAL REQUEST FORM

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

This 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. Please contact your Admissions Advisor prior to submitting this form.

Withdrawal Policy

If you withdraw from an academic program within 30 days of enrollment, you have not completed any of your coursework and you return all materials unmarked, AIHT will grant you a full refund of all tuition paid. If you withdraw 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 the materials. 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 EdMap. Instructions for returns are provided on the back of the invoice you received with your shipment. If you have any questions, please contact your Admissions Advisor. Remember that you cannot return any books that have been written in or otherwise damaged.

PLEASE PRINT LEGIBLY

Date: _____

Student Name: _____

Student Id #: _____

Student Address: _____

Phone: (Day): _____ (Evening): _____

Reasons for withdrawing (please explain fully):
