

# CFT COURSE WITHDRAWAL FORM

Students who wish to withdraw from any CFT course, including classroom, guided self-study, and online, must complete this form, have it signed by their manager and by their HR Representative (if applicable), and return it via fax (860-823-1410) or by e-mail to: [help@cfteducation.org](mailto:help@cfteducation.org). All withdrawals are subject to CFT student policies. **You will not be officially withdrawn until you hear from the CFT office either by email or phone confirming that we have received and accepted your withdrawal request. We will confirm all withdrawals within 48 hours.**

Any student who officially withdraws from their course prior to taking the final exam will be eligible to receive a grade of **W** (withdraw) for the course. Students who simply stop attending a course will receive a grade of **F** (fail) for the course.

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Last 4 Digits of SSN

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Student Name

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Company Name

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Work Phone

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E-mail address

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Course Title

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Course Number/Section Number

Course type (circle one):      Classroom

Online

Guided Self-Study

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Student's Signature

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Manager's Signature

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Date

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HR Representative's Signature

If you have any questions regarding the CFT Course Withdrawal Policy, please call 800-795-5242 or send an e-mail to [help@cfteducation.org](mailto:help@cfteducation.org).