



Withdrawal Policy

Administrative Withdrawal

Students may be subject to administrative withdrawal based upon violation of any academic, financial, social or institutional policies.

Student Withdrawal

Students may choose voluntarily and formally to withdraw from FMC. Academic penalties and financial obligations may result. To voluntarily withdraw from the College, a student must:

1. Provide a letter of intent to withdraw from the College to the School Director or the Registrar.
2. Complete, sign and date the FMC Drop/Add form with the Registrar.

The official, U.S. postmark on the letter of withdrawal or the date on the email from the student to the College will be used to calculate the financial obligation to the College unless the student completes the Drop/Add form and letter to withdraw from the College.

In the latter case, the date on the form and letter will be used to calculate the student's financial obligation to the College.

If a student withdraws within the first four (4) weeks from all courses taken for a given term and therefore does not continue taking any courses in that term, he/she is not considered to be enrolled in the College for that term.