

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 CFT Representative (if applicable), and return it via fax (860-823-1410) or mail to Center for Financial Training, P.O. Box 969, Norwich, CT 06360. All withdrawals are subject to CFT catalog 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 **You will not be officially withdrawn until you hear from the CFT office either by email or phone confirming that we have received and accepted your withdrawal request.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.

PLEASE PRINT:

Last 4 Digits of Social Security Number

Student Name

Company Name

Work Phone

E-mail address

Course Title

Course Number/Section Number

Course type: Classroom Online Guided Self-Study Self-Paced Online
(circle one)

_____ Please officially withdraw me from the course listed above.

Student's Signature

Manager's Signature

Date

CFT 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 info@cftacs.org.