



TSG Spiritual University

Course Withdrawal Form: This form is used to withdraw from an individual course(s).

Name (Last, First) _____

Date of Request: _____ Date of Enrollment: _____

Course Name	Session	Catalog #

Course Instructor/Mentor: _____

If withdrawal is temporary, date of anticipated return: _____

Reason for withdrawal (optional):

Course is too difficult Course is too easy Course is not what I expected

Personal Other reasons or feedback, please briefly explain below:

Signature of student

Date

Please return completed form to your instructor/mentor or info@tsgfoundation.org
You may mail in your form to: TSG Spiritual University, 28641 N 63rd Place, Cave Creek, AZ 85331

(See page 2 to for refund policies)



TSG Spiritual University

Course withdrawal policies

- Non-participation in a course does automatically withdraw you from the course. Your instructor or mentor will attempt to contact you 2 times for missed assignments. If no response is received, we will assume that you wish to withdraw from your course.
- As a courtesy to your instructor, if you wish to withdraw from your course please send a withdrawal form to your instructor requesting withdrawal from the course.

Refund policy for courses

- You are entitled to a 100% refund within 30 days of registration of any course. Your refund will be automatically processed and sent either by direct refund to the credit card or PayPal account you used to register, or by check.
- If you withdraw from a course after 30 days but within 60 days of your registration, you will receive a credit for the course on your account. This credit can be applied to future courses or to any products of your choice. This credit will be applied to your account automatically within the 60-day period. The credit will remain on your account for up to twelve months. If your credit is not used within twelve months, your credit will be automatically forfeited unless we receive a request in writing to extend the credit period.
- You may request a Hardship Withdrawal following the 60-day period if you are unable to complete a course due to unusual or extenuating circumstances. We will credit your account for your course so that you may complete your course when you are able. The credit will remain on your account for up to twelve months. If your credit is not used within twelve months, your credit will be automatically forfeited unless we receive a request in writing to extend the credit period.