

CASCADIA TECHNICAL ACADEMY  
OPERATIONAL RULES AND REGULATIONS

WITHDRAWAL POLICY

Cascadia Tech programs are all full year programs in length. Staffing for these programs are hired based on enrollment, therefore are set for full length of the course. It is important that students and the sending schools understand that enrollment in a Cascadia Technical Academy program is a full year commitment by the student. In the infrequent event when a student needs to withdraw from a program prior to the completion of the school year, it is important to have a clear policy on the timelines and acceptable reasons for early withdrawal.

1. All students will have a ten (10) day withdrawal window once they start the program. A student who withdraws within these first ten school days will have nothing posted on their transcript.
2. Any student who withdraws from a Cascadia Tech program beyond ten (10) days will have a “W” posted on their transcript.
3. Any student who requests to be withdrawn from a program must meet with a CTA administrator to determine best option for student.
4. Acceptable reasons for withdrawal from a CTA program:
  - A required course at the sending school is needed in order to graduate;
  - Skill level/placement was not appropriate for the CTA program chosen;
  - A program prerequisite had not been met by the student;
  - Scheduling error that was unforeseen; or
  - Extenuating circumstance that can be agreed to by both the CTA and the sending school.