



Northwest Lineman College - updated by JMAP 3.1.23

# Lineman Apprenticeship Program Student Withdrawal Form



**Instructions:** Complete this form and return immediately to your company's apprentice program coordinator.

Employer: \_\_\_\_\_ OJL & Last Class Session Completed: \_\_\_\_\_

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for Withdrawal (1), Cancellation Wage (2), Cancellation Date (3), Additional Comments (4):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

➡ \_\_\_\_\_  
 Student Signature optional if student is unreachable Date

➡ \_\_\_\_\_  
 Supervisor/Employer Signature Date

**For Company's Apprentice Coordinator:**

*My signature and the date I have entered below acknowledge this employee's official withdrawal from NLC's Lineman Apprenticeship Program. I understand that any outstanding balances or refunds will be handled in accordance with the most current edition of the Lineman Apprenticeship Program Catalog and that the apprentice's official date of withdrawal is the date that this document is received by NLC.*

➡ \_\_\_\_\_  
 Employer's Apprenticeship Program Coordinator (Print Name) (Signature) Today's Date

**NLC official use only:**

Received by: \_\_\_\_\_

Date received (Official Withdrawal Date): \_\_\_\_\_

*Refer to Program Policies/Procedures section of the Lineman Apprenticeship Program Catalog for the following:*

Outstanding balance due?  Yes  No

If Yes, amount to be invoiced: \_\_\_\_\_

Refund due?  Yes  No

If Yes, amount to be refunded: \_\_\_\_\_