

## WVS Student Contact and Drop Policy



Wisconsin Virtual School (WVS) recognizes that only through continuous communication can students be successful in an online course. Within each course the instructor can provide weekly minimum work requirements. It is essential that the student and instructor maintain regular contact through email.

To ensure that our students are aware of this commitment, the process outlined below is **recommended**:

- If the student does not submit the expected number of assignment(s) within a period of seven (7) consecutive days, the student and the Local Education Guide (LEG) will be notified of the student's unacceptable progress for submitting assignments.
- If the student does not respond to the notification by submitting assignments within seven (7) days, the instructor(s) will make contact with the student/LEG again.
- If the student does not respond by submitting assignments after the second notification, WVS and the instructor will assume that the student does not intend to remain in the course. The district's division administrator and LEG will be contacted. The district will then verify that the student be administratively dropped from the course.
- The student understands that for each online course there are a minimum number of assignments that must be completed each week. Failure to submit the minimum number of assignments on a weekly basis may result in removal from the course by WVS and the local school district and may result in a failing grade or incomplete being reported to the school district.

### How to Make a District Drop Request

A student has 14 calendar days after enrollment is confirmed to try out the course. A full refund will be received or the district will not be billed for the course if you cancel in writing by emailing [WVS](mailto:wvs@wisconsinvirtualschool.org) within that 14 days. **Drop requests must be sent by email within the first 14 calendar days after activation to [wvs@wisconsinvirtualschool.org](mailto:wvs@wisconsinvirtualschool.org).** If the district authorized the enrollment, the drop request must come from the district (administrator, principal, or Local Education Guide). If the parent paid for the course, the parent may drop the course using the method above.

A full refund will be given if the drop request is received within the first 14 calendar days. If a drop request is received after 14 calendar days and **before 28 days, a \$200 cancellation fee will be charged.** After 28 days, the full course payment is due.