

**VOLUNTARY WITHDRAWAL TEMPLATE LETTER  
(PLEASE PRINT/SUBMIT ON INSTITUTIONAL LETTERHEAD)**

Date of Letter

Ms. Kathleen Megivern, JD  
Executive Director  
CAAHEP  
9355 – 113<sup>th</sup> St. N, #7709  
Seminole, FL 33775

Dear Ms. Megivern:

The administration at **[insert Institution Name]** is requesting the voluntary withdrawal of the **[insert profession name]** program. Please note the following:

Students were most recently enrolled on \_\_\_\_\_ (month, day and year).

The date of enrollment of the last class under CAAHEP accreditation is \_\_\_\_\_ (month, day and year).

The last class that enrolled under CAAHEP accreditation graduates on \_\_\_\_\_ (month, day and year). The voluntary withdrawal of accreditation will go into effect as of this date.

Student records will be permanently maintained at \_\_\_\_\_ (location/address) and can be requested by contacting \_\_\_\_\_ at (phone/email)\_\_\_\_\_.

I understand that all current and potential students must be informed of the voluntary withdrawal up to the date that it becomes effective.

I also understand that until the effective date of the voluntary withdrawal of accreditation, all fees (CoA and CAAHEP) apply and must be paid. Outstanding fees at the time of voluntary withdrawal will not be forgiven.

Official notification of this voluntary withdrawal will come from the CAAHEP office.

Sincerely,

\_\_\_\_\_  
Chief Administrative Officer or President