

# Withdrawal Form

Fall  Spring  Summer  Year: \_\_\_\_\_



**Must Be Completed By Student Before Processing (Please Print)**

Student ID # \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Program of Study \_\_\_\_\_

### Policy and Possible Implications

**Deadlines for course refund eligibility differ according to the length of the term:**

100% refunds are available for 15 week classes dropped within the **first seven** days of the start of the term.

For terms shorter than 15 weeks, full refunds are available for classes dropped within the **first two** days of the start of the term.

A course dropped after the refund period will be processed as a withdrawal. Please be aware that dropped classes or withdrawals may cause adjustments to financial aid awards, resulting in a balance being due to the college.

Too many withdrawals may lead to the student being placed on academic warning, probation, or dismissal. For some students, withdrawing may affect financial aid awards, insurance eligibility and other programs. In some cases money may be owed to the college. Numerous withdrawals on transcripts may also be viewed negatively when evaluating transfer students. Whenever possible, the student should meet with the instructor to discuss all alternatives to withdrawing from the course.

**Are you a veteran, receive financial aid or study on an F-1 student Visa? \_\_\_\_\_ Yes \_\_\_\_\_ No**

**If yes, please consult with the appropriate department BEFORE submitting your withdrawal request**

<u>Financial Aid</u>	<u>Veteran/Military Benefits</u>	<u>F-1 Visa Student</u>
Federal financial aid recipients may be subject to a reduction of their financial aid if they partially or completely withdraw from their classes within the 60% period of any given semester. All financial aid recipients are responsible for the costs incurred for tuition, fees, books and related costs should their financial aid be revised or cancelled. <b>The student has checked with a financial aid representative about possible implications to their aid:</b>  Student Initials: _____	Students with military education benefits are subject to a reduction of their financial aid if they partially or completely withdraw from classes at any point during the semester. All benefit recipients are responsible for the costs incurred for tuition, fees, books and related costs should their aid be revised or cancelled. <b>The student has checked with veteran services about possible implications to their aid:</b>  Student Initials: _____	I understand that if I drop <u>below 12 credits per semester</u> my F1 Visa may be affected.  <b>The student has checked with an International Student Advisor before withdrawing:</b>  Student Initials: _____

**Are you withdrawing from all your courses? \_\_\_\_\_ Yes \_\_\_\_\_ No**

Course #	Section #	Course Title	Reason for withdrawal (circle all that apply)
EX: ENG 101	010	English Composition I	1. Unable to attend often enough (because of job, transportation, or other reason) 2. Changed program and no longer need course 3. Incorrectly chose course (don't have prerequisite course, not required for my program, etc.) 4. Course not what I expected or wanted 5. Too heavy a course load/not enough time to study 6. Advised incorrectly to take the course 7. Dissatisfied with instruction 8. Personal or family illness 9. Other (specify): _____

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Office of Records and Registration use ONLY

The change has been processed by: \_\_\_\_\_

Signature

Date