

# CENTRAL CAROLINA TECHNICAL COLLEGE WITHDRAWAL/SECTION CHANGE FORM

Student ID Number: \_\_\_\_\_ Name: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

**Instructions to Student:** Must meet with faculty member(s) (or department chair if necessary) to discuss the withdrawal.

**Instructions for Instructor:** If you approve the withdrawal, complete the course information and sign the form. Does the withdrawal warrant personal counseling? If yes, check box.  COUNSELING REFERRAL \_\_\_\_\_  
Counselor's Initials

Inform student that they must see a financial aid counselor to complete the withdrawal process. Online only students may e-mail Financial Aid Office at [finaid@cctech.edu](mailto:finaid@cctech.edu).

**Instructions for Financial Aid:** Inform student of the impact of the withdrawal on their financial aid. Remind student to turn form in to the Cashier.

**REASON:** Please Select **ONE** from below \_\_\_\_\_

- Academic Difficulty  Medical Reason  Job Conflict  Transportation  Family Issue  Child Care  
 Military Obligation  Change of Program  Pregnancy  Other: \_\_\_\_\_

**Check one if applicable:**

- WIA/TAA Student  Military Tuition Assist.  VA Student  Transient Student

### COURSE WITHDRAWN (TO BE COMPLETED BY INSTRUCTOR)

CRN:#	SUBJECT (PREFIX/NUMBER)	SECTION #	CREDIT HOURS	LAST DATE ATTENDED CLASS	INSTRUCTOR'S SIGNATURE

### ADDED COURSES (FOR SECTION CHANGES ONLY)

CRN:#	SUBJECT (PREFIX/NUMBER)	SECTION #	CREDIT HOURS	INSTRUCTOR'S SIGNATURE

Do you plan to attend another course beginning later this term? Yes  No  If yes, date and session: \_\_\_\_\_  
**My signature indicates I have read and understand the terms on the reverse side.** (Required)

\_\_\_\_\_  
 Signature of Student and Date

\_\_\_\_\_  
 Signature of Faculty/Department and Date

**For office use only:** Signature of Financial Aid/VA Counselor and Date: \_\_\_\_\_

1.) GPA \_\_\_\_\_ (Student informed of possible debt due to complete withdrawal.  Yes/  No)

2.) Current Semester Pass Rate          Prior Pass Rate          Pass Rate after W/D          Percent  
 a. \_\_\_\_\_ / \_\_\_\_\_ + \_\_\_\_\_ / \_\_\_\_\_ = \_\_\_\_\_ / \_\_\_\_\_ ( \_\_\_\_\_ %)  
     passed      attempted      passed      attempted      passed      attempted

3.) 150% of Program    Current Program    \_\_\_\_\_    Transfer Credits    \_\_\_\_\_  
 Required hours: \_\_\_\_\_          Allotted hours: \_\_\_\_\_          Remaining hours: \_\_\_\_\_

## MEMORANDUM OF UNDERSTANDING – ALL STUDENTS

***You are responsible for reading and understanding the content of this document.***

### WITHDRAWING FROM CLASSES

It is the policy of Central Carolina Technical College that students or appropriate sponsoring parties receive a fair and equitable refund of tuition upon withdrawal or reduction of course load below 12 credit hours.

Institutional charges for a semester will be refunded at the following rates:

#### **REFUND %      WITHDRAWAL OR REDUCTION IN CREDIT HOURS:**

100% Before first date in term that classes are offered (start of term)

100% 1<sup>st</sup> – 5<sup>th</sup> day of term (3<sup>rd</sup> day of term for minimesters)

0% After 5<sup>th</sup> day of term

If you withdraw from your classes **after** the drop/add period **you will likely owe money to the college and / or the US Department of Education.**

#### **Add/Drop Dates:**

the 1<sup>st</sup> – 5<sup>th</sup> day of term for 16 week sessions;

the 1<sup>st</sup> - 3<sup>rd</sup> day of term for 8 and 5 week sessions; and

the 1<sup>st</sup> and 2<sup>nd</sup> day of term for Maymester,

- **Regardless of how you paid, you must contact Student Services and meet with a financial aid counselor**
- If you owe money after withdrawing from classes, you will not be able to re-enroll, or be eligible for aid at any college, including CCTC, until the debt is paid.

#### **Satisfactory Academic Progress (SAP-Financial Aid)**

- Withdrawals can adversely affect your eligibility for financial aid. You must maintain Satisfactory Academic Progress to continue receiving financial aid.
- Maintaining SAP consists of passing at least 67% of all coursework attempted, maintaining a cumulative 2.0 GPA, and not exceeding 150% of the credit hours required for your program of study.

#### **Developmental Studies Classes (DVS) and Prep Classes**

- If you have taken (completed or attempted) more than 30 credit hours of DVS/Prep classes, you are not eligible to receive financial aid for any additional DVS/Prep classes (those numbered 031, 032, and/or 100).

You may read more information about withdrawing from classes in the financial aid section of the college catalog at:

**<http://www.cctech.edu/publications/CurrentCatalog.pdf>** or contact the Financial Aid Office via email at

**[finaid@cctech.edu](mailto:finaid@cctech.edu)** or via phone at 803-778-7831(ask to speak to a counselor).