

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.

Instructions for Financial Aid: Inform student of the impact of the withdrawal on their financial aid. Provide copy to records.

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COURSE WITHDRAWN (TO BE COMPLETED BY INSTRUCTOR)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

Are you withdrawing from all classes this semester? Yes No If yes, please attach confirmation of Loan Exit Counseling

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. $\frac{\text{passed}}{\text{attempted}} + \frac{\text{passed}}{\text{attempted}} = \frac{\text{passed}}{\text{attempted}}$ (_____ %)

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% 1st – 5th day of term (3rd day of term for minimesters)

0% After 5th 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 1st – 5th day of term for 16 week sessions;

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

the 1st and 2nd 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 or via phone at 803-778-7831(ask to speak to a counselor).

Complete Withdrawal

- If you withdrawal from all of your classes, or are withdrawn due to absences from all of your classes, you must complete the Direct Loan Exit Counseling before any withdrawal forms will be processed. If you received a loan at any time while attending Central Carolina Technical College – you must complete exit counseling and print out the confirmation at www.studentloans.gov. If you need assistance please contact a financial aid counselor.