

## Withdrawal Form

**Withdrawal Procedure:**

- Step 1** Student requests a withdrawal form from the instructor, either in person or via email.
- Step 2** Instructor provides the withdrawal form to the student and includes the course information, last date of attendance, and the instructor's signature in both required locations. Instructor should provide the completed withdrawal form to the student only (do not include financial aid) and remind them to submit to Financial Aid.
- Step 3** Student submits the withdrawal form to Financial Aid either in person or via email: [finaid@cctech.edu](mailto:finaid@cctech.edu).
- If the form is submitted virtually, the email communication chain will need to be included. This communication will represent the signatures of each participating person. If physical signatures are on the form, the email communication is not necessary.
  - If the student is **Dual Enrolled**, the student must submit the withdrawal form, and supporting email chain, to Dual Enrollment either in person or via email: [dualenrollment@cctech.edu](mailto:dualenrollment@cctech.edu). The Dual Enrollment Coordinator will notify the High School Counselor and submit the withdrawal form, and supporting email chain to Student Records for processing.
- Step 4** The financial aid counselor will provide information to the student about the financial aid impact is the student is withdrawn.
- Step 5** The financial aid counselor forwards a copy of the withdrawal form, with the supporting email chain, to Student Records for processing.
- Step 6** Student Records staff will enter a grade of "W" and the last date of attendance for each class from which a student has withdrawn.

**Student Must Check Reason for Withdrawal:**

- Academic Difficulty   
  Medical Reason   
  Military Obligation   
  Job Conflict   
  Transportation  
 Pregnancy   
  Family Issue   
  Child Care   
  Change of Program   
  Technical/Technological Difficulty  
 Other (Please list reason): \_\_\_\_\_

**Student Information:**

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

Student Phone Number: \_\_\_\_\_

**Course(s) Withdrawn**

CRN	Subject (ART 101)	Section Number (D20)	Credit Hours	Last Date Attended	Instructor Signature

My signature indicates that I have read and understand the terms on the second page of the withdrawal form.

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

 \_\_\_\_\_  
 Instructor/Department Chair/Program Manager Signature and Date

**For Office Use Only:**

- 1) GPA: \_\_\_\_\_ Was the student informed of possible debt? Yes  No
- 2) Current Semester Pass Rate + Prior Semester Pass Rate = Pass Rate After W/D    Pass Rate Percentage: \_\_\_\_\_  
       \_\_\_\_\_ / \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_  
       Passed Attempted    Passed Attempted    Passed Attempted
- 3) 150% of Program – Current Program: \_\_\_\_\_ Transfer Credits: \_\_\_\_\_  
       Required hours: \_\_\_\_\_ Allotted hours: \_\_\_\_\_ Remaining hours: \_\_\_\_\_

Financial Aid/VA Counselor Initials: \_\_\_\_\_ Date Processed: \_\_\_\_\_

Student Records Staff Initials: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Term: \_\_\_\_\_

## MEMORANDUM OF UNDERSTANDING – ALL STUDENTS

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

It is the policy of Central Carolina Technical College to provide all students with the option to add, drop, or withdraw from credit courses accounting to a defined timeline without affecting their grade point average.

### **REFUNDS**

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 PERCENTAGE: WITHDRAWAL OR REDUCTION IN CREDIT HOURS**

- 100% Refund: Before first date in term that classes are offered (start term).
- 100% Refund: 1<sup>st</sup> to 5<sup>th</sup> day of term over 10 weeks
- 100% Refund: 1<sup>st</sup> – 3<sup>rd</sup> day of term 10 weeks or less
- 0% Refund: After 5<sup>th</sup> day of term

### **WITHDRAWING FROM CLASSES**

If you fully withdraw from all classes **after** the drop/add period, **you may owe money back to the college and/or the US Department of Education.**

#### **Drop/Add Periods are as follows:**

- First 5 days for any term over 10 weeks
  - First 3 days for any term 10 weeks or less
- 
- Regardless of how you paid, you must contact the Financial Aid Office 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 has been paid.
  - Withdrawal form must contain physical signatures, or be accompanied by the email communication between the faculty member and the student.

### **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.

You may read more information about withdrawing from classes in the financial aid section of the college catalog at <https://www.cctech.edu/service-and-support/academics/college-catalog/> or contact the Financial Aid Office via email at [finaid@cctech.edu](mailto:finaid@cctech.edu) or via phone at 803-778-7850 (ask to speak to a Financial Aid Counselor).

### **COMPLETE WITHDRAWAL**

If you received a loan at any time while attending Central Carolina Technical College, and you withdraw from all of your classes, or are withdrawn due to absences from all of your classes, you must complete the **Direct Loan Exit Counseling** at <https://www.studentloans.gov/>. If you need assistance, please contact Financial Aid and ask to speak to a counselor.