

CENTRAL CAROLINA TECHNICAL COLLEGE WITHDRAWAL/SECTION CHANGE FORM

Student ID Number: _____

Name: _____

Phone Number: _____

Address: _____

Instructions to Student: Must meet with faculty member(s) (or department chair if necessary) to discuss your intent to withdraw.

Instructions for Instructor: If you approve the withdrawal, complete the course information below and sign the form. Inform student that they must see a financial aid counselor to complete the withdrawal process. Online only students may e-mail the form to Financial Aid Office at finaid@cctech.edu.

Does the withdrawal warrant personal counseling? If yes, check box. COUNSELING REFERRAL _____
Counselor's Initials

Instructions for Financial Aid: Inform student of the impact of the withdrawal on their financial aid. Provide a copy of the withdrawal form to Student Records for processing and give the original back to the student.

REASON FOR WITHDRAWAL: 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COURSE WITHDRAWN (TO BE COMPLETED BY INSTRUCTOR)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: _____
(Required)

My signature indicates I have read and understand the terms on the reverse side.

Signature of Student and Date

Signature of Faculty/Department Chair 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 Pass Rate Percentage

$$\frac{\text{passed}}{\text{attempted}} + \frac{\text{passed}}{\text{attempted}} = \frac{\text{passed}}{\text{passed}} / \frac{\text{attempted}}{\text{attempted}} = \text{ (} \underline{\hspace{1cm}} \text{ \%)}$$

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.

It is the policy of Central Carolina Technical College to provide all students with the option to add, drop, or withdraw from credit courses according 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 %	WITHDRAWAL OR REDUCTION IN CREDIT HOURS:
• 100%	: Before first date in term that classes are offered (start of term)
• 100%	: 1 st – 5 th day of term over 10 weeks
• 100%	: 1 st – 3 rd day of term 10 weeks or less
• 0%	: After 5 th day of term

WITHDRAWING FROM CLASSES

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

Add/Drop Periods are as follows:

- First 5 days for any session over 10 weeks
- First 3 days for any session 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 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 013, 032, 100, and/or 155).

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 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 www.studentloans.gov. If you need assistance, please contact a financial aid counselor.