

CENTRAL CAROLINA TECHNICAL COLLEGE

WITHDRAWAL/SECTION CHANGE FORM

Student ID Number: _____

Name: _____ Phone Number: _____

Address: _____

Check one if applicable:

☐ WIA/TAA Student

☐ Military Tuition Assist.

☐ VA Student

☐ Transient Student

Withdrawal Instructions:

- Student meets with or emails faculty member(s) (or department chair if necessary) to discuss their intent to withdrawal.
- If instructor approves the withdrawal, complete the Course Withdrawn information below and sign the form.
- Student forwards the email communication with their instructor and the withdrawal form to:
 - **High School Students (Dual-Enrolled):** Dual Enrollment Team at dualenrollment@cctech.edu
 - **All other students:** Financial Aid Office at finaid@cctech.edu.
- Student may also drop the form off in person, as long as all appropriate documentation is included.

REASON FOR WITHDRAWAL: Please Select **ONE** from below

☐ Academic Difficulty

☐ Medical Reason

☐ Military Obligation

☐ Job Conflict

☐ Transportation

☐ Pregnancy

☐ Family Issue

☐ Child Care

☐ Change of Program

☐ Technical/Technological Difficulty

☐ Other: _____

COURSE WITHDRAWN (TO BE COMPLETED BY INSTRUCTOR)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: _____
(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
_____/_____/_____/_____
passed attempted + passed attempted = passed attempted (_____%)

3) 150% of Program - Current Program: _____ Transfer Credits: _____
Required hours: _____ Allotted hours: _____ Remaining hours: _____

FA Notes:

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.
- 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 or via phone at 803-778-7850 (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.