

# College Withdrawal

This form is used to withdraw from all enrolled classes.

Current Semester:      Fall                  Spring                  Summer                  Year: \_\_\_\_\_

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

Are you planning to return?                  Yes                  No

If yes, indicate semester of return:      Fall      Spring      Summer      Year: \_\_\_\_\_

State in one or two sentences the reason for withdrawal:

Student Signature: \_\_\_\_\_

## For Official Use Only

Term Code: \_\_\_\_\_

Students receiving financial aid *are encouraged* to see financial aid office before withdrawing (see How dropping or withdrawing affects your financial aid below)

Financial Aid Official: \_\_\_\_\_

Students receiving Veteran's benefits *are encouraged* to see the V.A. Coordinator before withdrawing.

V.A. Coordinator: \_\_\_\_\_

Form Receipt Date: \_\_\_\_\_ Received By: \_\_\_\_\_ Processed By: \_\_\_\_\_

\*\*Use "Form Receipt Date" as the withdrawal date in Banner.

If you are a recipient of Financial Aid, then please continue reading below to determine how it will affect your Financial Aid.



# How Dropping or Withdrawing Affects Your Financial Aid

Pursuant to federal regulation 668.22, the college is required to calculate a Return of Title IV Funds on all federal financial aid recipients who stop participating and receive a W grade in all registered classes for one term before they reach the 60 percent attendance point for their semester. SCTC must return the amount of Title IV funds for which it is responsible as soon as possible but no later than 45 days after we determine a student withdrew. SCTC must send a notice to students who owe a Title IV grant overpayment within 30 days of the determination of the reduction in enrollment. Students who certify their intent to return during the same semester when they withdraw or drop will not require a calculation unless they do not return as scheduled.

**The college will determine the amount of federal funds to be returned to the aid programs in accordance with federal requirements.**

1. Students receiving federal financial aid who withdraw, receive a W or drop from their classes may lose some or all of the aid that has already been disbursed.
2. Students receiving financial aid who withdraw, receive a W or drop from their classes may not receive further financial aid disbursements for that semester/period of enrollment unless they are eligible for a post withdrawal disbursement or enroll in additional classes within the same semester.
3. Students receiving financial aid who owe a debt to the institution based on this calculation are personally responsible for payment of charges.

For information on how dropping or withdrawing affects your financial aid, visit our [Consumer Disclosure Information](#) on the Financial Aid page.

As set forth in full in the Student Handbook/Course Catalog, Southern Crescent Technical College is an Equal Opportunity Institution and does not discriminate on the basis of race, color, national origin, sex, age, or disability.

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