

Section 1: Student and Semester Information (To be completed by student)

Last Name _____ First Name _____ MI _____

Student ID _____

Semester: **Fall** **Spring** **Summer** **2016** **2017** **2018**

Reason for Withdrawal

Academic (i.e., course load, academic performance, academic suspension, etc.)

Financial (i.e., lack of funds, financial aid insufficient, not eligible, etc.)

Health (i.e., illness, accident, hospitalization, etc.)

Military (i.e., joined the service, called to active duty)

Work Related (i.e., job relocation, new job, shift change, etc.)

Other/Personal _____

Section 2: Is this a Total Withdrawal (withdrawing from all classes)? Yes No

Withdrawing from your classes may affect your financial aid and veteran's benefits.

Subject	Course #	Section #	Course Description	Credit Hrs.	INSTRUCTOR'S SIGNATURE <i>(To be completed by instructor only)</i>

I certify by signing below that the information is complete and accurate and I understand the college refund/withdrawal policies.

 Student Signature

 Date

Section I: Student and Semester Information (To be completed by student)

Use this form for a withdrawal form your class(es). This includes withdrawal from all classes, which means an Official Total Withdrawal from the semester indicated in Section 1. Semester refund dates are available to www.westmoreland.edu. Current Student; Admissions/Registration; Withdrawal Policy and Procedures.

Section 2: Schedule/Class Change

By signing and dating this form, you agree to abide by the policies and procedures set forth by Westmoreland County Community College.

Withdrawal from a Class

- **From any and all credit classes:**

0-19% of a course No grade assigned

20-60% of a course "W" grades to be assigned with completion of withdrawal process - no instructor approval needed

61-89% of a course "W" with instructor approval

90-100% of a course No student initiated withdrawals for individual classes.

- This form is also used for an Official Total Withdrawal. Please check (Y) in Section 2.
- The effective date is when the Admissions/Registration Office provides the form.
- The instructor may report students and/or administratively withdraw them if they do not engage in academically related activity (i.e., turn in assignments, take exams, etc.).
- Not attending a class is not withdrawing from a class; thus if you (the student) stop attending, you could earn an "F" in the class.

Total Withdrawals with Financial Aid

- **You (the student) must notify in writing both the Financial Aid Office and the Registration/Student Records Office the intent to withdraw.** If you receive any type of financial aid (grants, scholarships and loans) and officially withdraw from classes before the ninth week of class (60% of the semester), your financial aid will be prorated according to the U.S. Department of Education's Federal Refund Policy. A student who falls under this policy will have the appropriate percentage of his or her financial aid returned to the appropriate fund and is responsible to pay any balance remaining on the account as a result of this calculation. **If you (the student) do not attend class and do not officially withdraw, all charges will be billed to you and financial aid will be cancelled.**