



# Notice of Voluntary Course Withdrawal -OR- Complete Withdrawal From ALL Courses

**INSTRUCTIONS:** Use this form if you are withdrawing from a course(s) during the Voluntary Withdrawal Period, OR you are completely withdrawing from ALL courses. Fill in all applicable items. Obtain all required signatures. If you are a financial aid recipient, obtain Financial Aid Director’s signature, if receiving VA tuition benefits, obtain VA coordinator’s signature, if Yamashita Educator Corps participant, obtain YEC Director’s signature. Submit the completed form to Records Office for official withdrawal recording. **You are not officially withdrawn if this form is not received at the Records Office.**

**NOTE:** Voluntary Withdrawal is only during the first eight (8) weeks of Fall/Spring Semester; or the first three (3) weeks of a summer session. If you have not declared a major, the Counselors in the Student Center serve as your academic advisor. **REFUND AND CANCELLATION FEE POLICY:** Dropping a class before the first day of semester classes=100% refund and no cancellation fee applies; Within the first week of Fall/Spring classes or 1<sup>st</sup> day of Summer session=95% refund and reduced cancellation fee applies equivalent to 100% fees plus 5% tuition; Withdrawing anytime thereafter=no refund and full cancellation fee applies equivalent to 100%fees and tuition. If you stop attending but do not officially withdraw, you are still liable for tuition and fees.

Student Information					
Student ID#		Date		Semester	
Student Name Last		First		MI	
Phone# and email address					
Course Withdrawal Information				<i>*Must be filled in by instructor and not the student</i>	
Course Number & Section	Title	Credit Hours	*Date of Last Attendance	Instructor’s Signature <i>(Required on this form only if withdrawing after the Voluntary Withdrawal Period)</i>	
Reason for Withdrawal. Please check ONE reason which best applies:					
<input type="checkbox"/> [C]Changed Mind <input type="checkbox"/> [D]Difficult Course <input type="checkbox"/> [F] Financial <input type="checkbox"/> [IN]Lack Interest in Course <input type="checkbox"/> [NT] Not a Prerequisite Course <input type="checkbox"/> [P] Lack Prerequisite <input type="checkbox"/> [PS] Personal Matter <input type="checkbox"/> [TR]Transportation Problem <input type="checkbox"/> [WK] Work Schedule <input type="checkbox"/> [O]Other _____					
Print & Sign		Date	Print & Sign		Date
Student (required):			Veterans Affairs <i>(only if Veteran receiving benefits):</i>		
Advisor (required):			YEC <i>(only if a program recipient):</i>		
Financial Aid Director <i>(only if expecting a financial aid award):</i>			Librarian <i>(only if withdrawing from ALL your courses):</i>		

Revised May 31, 2023