

COURSE WITHDRAWAL FORM

Please complete the form in its entirety. Signatures can be typed electronically or signed, and the form scanned or saved as a file. Upload the completed form to your document dropbox and submit to the Advising office.

Student Reason Codes:
 WA: Academic Reason
 WP: Personal Reason
 W6: Called to Active Duty Military
 (Must present copy of orders to Associate Provost)

Office Use Only:
 B: _____
 Admit Year: _____
 Received by: _____
 Received Date: _____
 Student ID Verified: _____

Student ID #: B _____ Last Name: _____ First Name: _____ Term: _____

CRN	Course Identifier: Letters, Numbers, Section	Course Title	Reason Code	Date Class Began	Instructor

If new address, check box. Address: _____
 Please Type or Print Street City State Zip

Are you a high school dual enrollment or early admissions student? YES NO
 If yes, you must complete the **Dual Enrollment/Early Admissions Course Withdrawal** form.

Check all that apply: VA Financial Aid *Athlete *International Student
 Athletic Office Authorization _____ (*requires authorization)
 International Advisor Authorization _____ (*requires authorization)

IMPORTANT NOTICE: WITHDRAWING CAN NEGATIVELY IMPACT YOUR FINANCIAL AID AND/OR VA BENEFITS

- Students who withdraw from or stop attending all classes must repay a portion of their federal aid for the term.
- Bright Futures Scholarship recipients must repay EFSC for the cost of withdrawn course(s).
- Withdrawing from or not attending class(es) may negatively impact your Satisfactory Academic Progress and eligibility for financial aid and/or VA benefits.

Contact your campus Office of Financial Aid or MVSC Office if you have any questions about how withdrawing may impact your current or future eligibility.

I agree to pay any costs associated with the collection of unpaid, delinquent or defaulted charges, including collection costs, which may be based on a percentage not to exceed 33% of the debt, attorney fees and court costs. Faxed or scanned/emailed withdrawals must include a legible copy of student's legal photo ID.

STUDENT SIGNATURE: _____ **Date:** _____

Administrative Reason Codes:
W4: Administrative Withdrawal
W5: Appeal
 Approval Signature: _____ Date: _____
 Comments: _____
 Withdrawal from: _____ Approval to remain in co-requisite: _____ Co-requisite Instructor Signature: _____

OFFICE USE ONLY: SFAREGS _____ Processed By: _____ Date Processed: _____