Class Withdrawal Form

A grade of W will be assigned for each class withdrawn, and you will not be entitled to a tuition refund. This form must be received by the close of business no later than the last day to withdraw from the particular class(es) indicated. It is the student’s responsibility to ensure the form has been received on time by Student Services (Bailey or Madison Campus). Do not mail or fax this form.

Student Name ________________________________ Student ID | | | | | | | |

Signature ________________________________ Date __________

Financial Aid Statement

I understand that withdrawing from my course(s) may affect my current and/or future eligibility to receive federal financial aid at A-B Tech, and that it is my responsibility to contact the Financial Aid Office if I have questions or concerns regarding my aid eligibility in relation to this withdrawal.

Student Signature ________________________________ Date __________

IF YOU RECEIVE VETERANS BENEFITS

Veterans Affairs Counselor ________________________________ Date __________

CLASS INFORMATION

Enter information for each class. Use additional forms as needed. Those receiving Financial Aid or Veterans’ benefits must have last date confirmed by instructor and include instructor signature for each class. Circle the primary reason for withdrawing from each class.

<table>
<thead>
<tr>
<th>Course Prefix, Number, Section</th>
<th>Last date of attendance</th>
<th>Instructor signature (Financial Aid or VA benefits)</th>
</tr>
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<tbody>
<tr>
<td>Too time consuming (L)</td>
<td>Too difficult (D)</td>
<td>Prefer different instructor (DI)</td>
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Withdrawal from a course after the 75% point is approved only in exceptional cases such as medical emergency or employment relocation (must submit documentation) and requires Registrar approval.

Approved by ________________________________ Date __________

Processed by ________________________________ Date __________
ARE YOU SURE?

We want you to be successful and stay On Course – **Check your resources before withdrawing!**

**Talk with your instructor!**
- If you think you are failing your class, please talk with your instructor first. It never hurts to ask.
  - Your grade may not be as low as you think.
  - Your instructor might be able to help connect you with learning assistance or direct you to campus resources that can help you pass your class.
  - You might be able to work out arrangements to make up missed work depending on the circumstances.

**Talk with financial aid!**
- Many students have not applied for or finished the process for financial aid.
  - Submit a Free Application for Federal Student Aid (FAFSA) if you have not already done so to determine your eligibility.
  - Come to a FAFSA workshop if you need help completing the FAFSA.
  - Remember that grants and scholarships are free funds that are not required to be repaid.
  - Even if you think you are not eligible, don’t forgo the opportunity to receive financial aid assistance through federal and state funding…you may be eligible for a grant or scholarship.

**Talk with an advisor in your program or the Bailey Building!**
- Advisors can help connect you with resources to help you be successful.
  - Study and test anxiety strategies
  - Connecting you with community resources (food and housing, transportation, other needs)
  - Crisis counseling – don’t let an unexpected life event stop you from finishing your class. Counselors in the Bailey Building can help you determine if withdrawing is the right choice. They can also help you access community resources to help you get through the challenges you are experiencing.
  - Assistance in the classroom – if you had extended test times or other help in high school, you may qualify for accommodations. Let us know you may need assistance and we’ll be happy to see what is available to you!

If you’re still sure you want to withdraw…

**And if you receive no Financial Aid nor Veterans Benefits:**
- Complete the top portion of this form, certify by your signature that you have read the Financial Aid statement, and complete the Class Information section for the course(s) from which you are withdrawing. Be sure to put your last date of attendance and check your reason for withdrawing.

**And you do receive Financial aid or Veterans Benefits:**
- Complete the top portion of this form and complete the Class Information section for the course(s) from which you are withdrawing. Be sure to indicate your reason for withdrawing. **Your instructor must write your last date of attendance and sign your form.** If you receive Veteran’s Benefits, you must speak with a the Veterans Affairs Counselor in Bailey who will explain the impact your withdrawal will have on your benefits and will sign off on your form. In the case of an online class, the instructor must email the VA Counselor before the form will be processed. No financial aid representative signature is required.