

Please return this form to [dualcredit@mcclennan.edu](mailto:dualcredit@mcclennan.edu) immediately after completion. Tuition refund is determined by date processed. Form must have appropriate signatures before submission.

MCC ID: \_\_\_\_\_ Name: \_\_\_\_\_ Semester: \_\_\_\_\_

Course Information:					
Course Name, Number, and Section		Notes	Course Name, Number, and Section		Notes
A			D		
D			R		
D			O		
			P		

**Reason for Change:**   
 Online Lack of Participation     
 Absences     
 Reinstatement  
 Student Requested     
 TSI Violation     
 Never Attended  
 Financial Difficulties     
 Other \_\_\_\_\_

**At Desire of:**     
 Student     
 College

Student Must Complete this Section:	
<b>Please check that you have read the following:</b>	<input type="checkbox"/> I have read the following: <ul style="list-style-type: none"> <li>▪ Dropping a course before the census date does not place a W on the student transcript.</li> <li>▪ Dropping a course after the census date will place a W on the student transcript.</li> </ul>
<b>Please check that you have read the following:</b>	<input type="checkbox"/> I am aware that withdrawing from courses can affect my high school graduation and my MCC program completion. Tuition will increase for a third attempt at a course. After high school graduation, withdrawals are limited to six.
<b>Future Financial Aid</b> (Please check response)	<input type="checkbox"/> I have read the following: <ul style="list-style-type: none"> <li>▪ Students who receive federal financial aid after high school graduation are required to maintain a cumulative 67% completion rate (complete at least 67% of all attempted courses). Withdrawing from a course will reduce my completion rate and may affect my future financial aid eligibility.</li> <li>▪ Courses taken while in high school will be used in future completion rate calculations.</li> </ul>

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

High School \_\_\_\_\_

HS Counselor \_\_\_\_\_ Date \_\_\_\_\_

MCC Approval \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only:
Processed by _____ Date _____
<b>Notes:</b>