

## Change In Schedule Form

**Instructions: Please return this form to Highlander Central or Records and Registration immediately after completion. Tuition refund is determined by date processed. Form must have appropriate signatures before submission.**

Student ID: \_\_\_\_\_ Name: \_\_\_\_\_ Semester: \_\_\_\_\_

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

<b>Reason for Change:</b>	<input type="checkbox"/> Online Lack of Participation	<input type="checkbox"/> Absences	<input type="checkbox"/> Reinstatement
	<input type="checkbox"/> Student Requested	<input type="checkbox"/> TSI Violation	<input type="checkbox"/> Never Attended
	<input type="checkbox"/> Financial Difficulties	<input type="checkbox"/> Other _____	

<b>At Desire of:</b>	<input type="checkbox"/> Student	<input type="checkbox"/> College
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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 count toward the six-drop limit.</li> <li>▪ In order to withdraw from all courses during a semester/term, you must have one withdrawal available in the six-drop limit count.</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: program completion, financial aid satisfactory progress, six-drop limit, and increase future tuition costs due to enrolling for a course for a third time.
<b>Did you receive Financial Aid?</b> (Please Check Response)	<input type="checkbox"/> No <input type="checkbox"/> Yes, and I have read the following: <ul style="list-style-type: none"> <li>▪ Withdrawing from all courses before reaching the 60% point in the semester could result in having to pay back financial aid funds.</li> <li>▪ Students who receive federal financial aid are required to maintain a cumulative 67% completion rate (complete at least 67% of all attempted courses) Withdrawing from a course will reduce your completion rate and may affect your future financial aid eligibility.</li> </ul>

Approved by \_\_\_\_\_ Date \_\_\_\_\_

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

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