

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

Reason for Change:	<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 _____	

At Desire of:	<input type="checkbox"/> Student	<input type="checkbox"/> College
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Student Must Complete this Section:	
Please Check that you have read the following:	<input type="checkbox"/> I have read the following: <ul style="list-style-type: none"> ▪ Dropping a course before the census date does not count toward the six-drop limit. ▪ In order to withdraw from all courses during a semester/term, you must have one withdrawal available in the six-drop limit count.
Please Check that you have read the following:	<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.
Did you receive Financial Aid? (Please Check Response)	<input type="checkbox"/> No <input type="checkbox"/> Yes, and I have read the following: <ul style="list-style-type: none"> ▪ Withdrawing from all courses before reaching the 60% point in the semester could result in having to pay back financial aid funds. ▪ 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.

Approved by _____ Date _____

Student Signature _____ Date _____

Office Use Only:
Processed by _____ Date _____
Notes: