

# SAVANNAH TECHNICAL COLLEGE STUDENT WITHDRAWAL FORM

Savannah     Liberty     Crossroads     Effingham

Name \_\_\_\_\_

VA Student:     Yes         No

Student ID \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

**Please ✓ and initial**

**Form Originator**  
     \_\_\_\_Advisor  
     \_\_\_\_Instructor (other than advisor)  
     \_\_\_\_Student  
     \_\_\_\_Continuing Education

**Registrar**  
     Date Received \_\_\_\_\_  
     Signature \_\_\_\_\_

**Refund requested** for \_\_\_\_\_ course(s)

**Accounting** \_\_\_\_\_

**Financial Aid** \_\_\_\_\_

Course Name & Computer Number	First Day of Class	Last Date of Attendance	Grade	REASON	
				<input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> CONFLICTING WORK HOURS <input type="checkbox"/> NEEDED TO GO TO WORK <input type="checkbox"/> CHANGE OF RESIDENCE <input type="checkbox"/> GRADE ISSUE <input type="checkbox"/> CLASS CANCELLED	<input type="checkbox"/> EXEMPTION <input type="checkbox"/> ATTENDANCE <input type="checkbox"/> PERSONAL/FAMILY ILLNESS OR INJURY <input type="checkbox"/> FAMILY CONFLICT <input type="checkbox"/> OTHER (Describe on back of form) <input type="checkbox"/> <b>NO SHOW</b> (Never attended class)

\_\_\_\_\_  
Signature (advisor/instructor)                      Date                      Signature (student)                      Date

1. Students contemplating withdrawing from classes should first consult with their advisor/instructor.
2. All students withdrawing from classes or the institution must complete an official withdrawal form. **Failure to do so may result in an academic or financial aid penalty.**
3. Students are responsible for submitting a completed withdrawal form to the Registrar or designee. Withdrawal forms may be obtained from the Student Success Center or advisor.
4. Students withdrawing from classes **prior to the first day of the quarter** are eligible for a **100%** refund of out-of-pocket expenses.
5. Students withdrawing from classes **during the first three business days of the quarter** are eligible for a **100%** refund of out-of-pocket expenses.
6. **Students withdrawing from classes after the first three business days of the quarter are not eligible to receive a refund.**
7. The official date of withdrawal is the date the completed and signed form is received by the Registrar or designee.

**NOTE:**

**FINANCIAL AID ELIGIBILITY MAY BE ADVERSELY AFFECTED WHEN WITHDRAWING FROM CLASSES**

**STUDENT**