

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"/> NO SHOW (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 (instructor signature required) withdrawal form to the Registrar or designee. Withdrawal forms may be obtained from the Student Affairs Center or advisor.
4. Students withdrawing from classes **prior to the first day of the semester** are eligible for a **100%** refund of out-of-pocket expenses.
5. Students withdrawing from classes **during the first three (3) business days of the semester** are eligible for a **100%** refund of out-of-pocket expenses.
6. **Students withdrawing from classes after the first three (3) business days of the semester 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