SAVANNAH TECHNICAL COLLEGE
STUDENT WITHDRAWAL FORM

Name ______________________________________

VA Student: ☐ Yes    ☐ No

Student ID ___________________________________

Address ______________________________________

_____________________________________

Telephone Number ___________________________


<table>
<thead>
<tr>
<th>Course Name &amp; Computer Number</th>
<th>First Day of Class</th>
<th>Last Date of Attendance</th>
<th>Grade</th>
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REASON

☐ TRANSPORTATION
☐ CONFLICTING WORK HOURS
☐ NEEDED TO GO TO WORK
☐ CHANGE OF RESIDENCE
☐ GRADE ISSUE
☐ CLASS CANCELLED

☐ EXEMPTION
☐ ATTENDANCE
☐ PERSONAL/FAMILY ILLNESS OR INJURY
☐ FAMILY CONFLICT
☐ OTHER (Describe on back of form)
☐ 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