



STUDENT WITHDRAWAL FORM

IMPORTANT Financial Aid information: If you received financial aid and withdraw from all courses, a Return of Title IV Funds calculation is required. A portion your financial aid may be returned to the program and you will be required to return these funds to the college or program. If you have questions, contact the Office of Scholarships and Financial Aid at 651-423-8299 or finaid@dctc.edu **PRIOR TO COMPLETING THIS FORM**

Name: _____ Semester/Year: _____

Student ID #: _____ Program Major: _____

DEPT./COURSE NUMBER	SEC.	COURSE TITLE	CREDIT	INSTRUCTOR

TOTAL WITHDRAWAL Yes No

Reason for withdrawal: _____

If you plan to return to DCTC, please see Admissions prior to your return.

A “W” grade will be noted on the student transcript for each withdrawn course. You must maintain a 67% completion rate to be considered making academic progress.

Withdrawal policy is available in the student handbook and on the website.

It is strongly recommended that students meet with their advisor prior to withdrawing.

By signing I am taking responsibility for the academic progress and/or financial liabilities that result from my withdrawal.

Student Signature _____ Date: _____
(Signature)

REFUND – Based on Withdrawal Policy

Registration Changes	Drop/withdrawal from some courses	Drop/withdrawal from all courses
Prior to the first day of the semester	100%	100%
1st – 5th business day of the semester	100%	100%
6th – 10th business day of the semester	0%	75%
11th – 15th business day of the semester	0%	50%
16th – 20th business day of the semester	0%	25%
Remainder of the semester	0%	0%