

# COMMUNITY CHRISTIAN COLLEGE

## WITHDRAWAL FORM

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_ Today's Date \_\_\_\_\_  
(please print)

Instructions: Fill out the information on the course(s) from which you are withdrawing. Please fill in the course from which you wish to withdraw. Have either the Academic Dean or the Registrar sign to indicate your withdrawal from the class, and place your signature on the line below the chart.

**YOU MUST RETURN THIS TO THE CCC ACADEMIC OFFICE BEFORE WITHDRAWAL IS OFFICIAL.**

<i>Course # &amp; Title</i>	<i>Day of Class</i>	<i>Instructor</i>	<i>Grade (W, WP, WF)</i>	<i>Academic Office Approval</i>

**Withdrawal Implications:**

*\*\*I understand that I will incur a \$25 withdrawal fee per course.*

*\*\* I understand that withdrawal from the College (all classes) during any period of enrollment, whether official or unofficial, may necessitate the return of federal and state financial aid. Pursuant to federal regulations (CFR 668.22), a refund calculation will be performed to determine the amount, if any, of Title IV aid (Pell Grant, SEOG, ACG, Stafford loans) earned by the student for their attendance up to the date of withdrawal. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the quarter divided by the number of calendar days in the quarter. Scheduled breaks of more than four consecutive days are excluded.*

*\*\*I understand that I am responsible for any outstanding charges as a result of my withdrawal.*

I have read and understand the information provided.

\_\_\_\_\_  
*Student's Signature* *Date*

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<b>OFFICE USE ONLY</b>				
Gradpro Update/Roster Update	Instructor Notification	Business Office Update	Financial Aid Office Update	I.T. Update (Removal of Email)