

Official Withdrawal Form

- This form should be used only after the first liability period has ended for the semester or part-of-term until the last day of class. Withdrawal forms cannot be accepted after the last day of class.
- Students are required to have Instructor Signature as noted below after the auto-withdrawal date, 60% mark of the part-of-term through the last day of class [not final exam period].

 Semester: Summer Fall Winter Spring Year: _____ Date: _____

Student Name: _____ Banner ID: _____

 Please mark all that apply: * I receive Financial Aid (PELL, TAP, Excelsior, Loans, etc.). I receive Military Benefits.

 I live in the Residence Hall. I am an EOP Student. I am an HPOG student. I am a student athlete.

 Other: _____

*If you selected any of the above options and you are withdrawing from one or all of your courses, you are strongly encouraged and may be referred to speak with a representative of the associated office prior to submitting this form to the Registrar's Office as it may have implications on your bill, aid, enrollment status, or eligibility to participate in one or more of the above mentioned programs.

Course Withdrawal(s) Requested:
 I wish to withdraw from all of my registered credits. I will be enrolled in 0 credit hours for the semester. _____ (Initial)

CRN	Subject and Course Number	Credits	Instructor Signature (after auto-w only)

Bill Adjustment/Liability Schedule: Students who officially withdraw from the College may be eligible for a bill adjustment. The adjustment is determined by the date the student processes a Withdrawal form at the Registrar's Office, according to the schedule noted below (some exceptions may apply). For more information, go to <http://catalog.sunyacc.edu/financialaid/billrefund>.

Courses more than 8 weeks in length (W grade on transcript)	Liability amount
<input type="checkbox"/> Withdrawal before the end of the 2 nd week of term	50% tuition/100% fees
<input type="checkbox"/> Withdrawal before the end of the 3 rd week of term	75% tuition/100% fees
<input type="checkbox"/> Withdrawal after the end of the 3 rd week of term	100% tuition/100% fees
Courses 3 to 7 weeks in length (W grade on transcript)	Liability amount
<input type="checkbox"/> Withdrawal through the end of the 1 st week of term, Day 2-5	75% tuition/100% fees
<input type="checkbox"/> Withdrawal after the end of the 1 st week of term	100% tuition/100% fees
Courses less than 3 weeks in length (W grade on transcript)	Liability amount
<input type="checkbox"/> Withdrawal after the 1 st day of term	100% tuition/100% fees

I understand by making the above requested schedule changes, there may be a change to my bill (<http://catalog.sunyacc.edu/financialaid/billrefund>), Financial Aid, enrollment status, housing status, eligibility for military benefits and/or athletic eligibility. The credits withdrawn above will count towards my attempted credits (unless they are remedial coursework credits) and will result in a "W" or "AW" grade on my transcript. The withdrawal policy can be found at <http://catalog.sunyacc.edu/regulations/withdrawal>.

 Student Signature: _____ Date: _____ Administrative Change
 Picture ID attached if sent electronically

Student Success/Registrar Staff Only:

Student Success/Wilton Staff Signature: _____ Date: _____

 Reason for Administrative Change: _____

 Student has been referred to the Financial Aid Office Student has been referred to: _____

Financial Aid or other Staff Signature for Referrals: _____ Date: _____

For Registrar's Office Use ONLY: Initials: _____ Date processed: _____ Form Updated: 07/15/19