



# South Suburban College Official Withdrawal

\_\_\_\_ Summer \_\_\_\_ Fall \_\_\_\_ Spring

\_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Student ID Number

**A WITHDRAWAL WILL NOT RESULT IN ANY FORM OF REFUND. EACH STUDENT IS STILL RESPONSIBLE FOR ANY PREVIOUS PAYMENT ARRANGEMENTS.**

### INDICATE REASON FOR WITHDRAWAL

- 1 \_\_\_ Work schedule change
- 2 \_\_\_ Illness
- 3 \_\_\_ Moving from area
- 4 \_\_\_ Transportation problems
- 5 \_\_\_ Dissatisfied with course
- 6 \_\_\_ Academic difficulties
- 7 \_\_\_ Other \_\_\_\_\_

Have you stopped attending class? \_\_\_ YES \_\_\_ NO

\_\_\_\_\_  
Last Name First MI Date

Course Code	Section No.	Course Title	Credit Hours

After this change total semester hours are \_\_\_\_\_ Are you receiving any veteran benefits? \_\_\_ Yes \_\_\_ No

**ARE YOU RECEIVING ANY FINANCIAL AID? \_\_\_ YES \_\_\_ NO**

### FOR STUDENTS ON FINANCIAL AID:

Withdrawing from classes will have an adverse effect on your financial aid, and may result in you being billed for your classes, and/or not being able to receive financial aid in the future. Please consult the Financial Aid Office before withdrawing from any of your classes.

**Students are strongly advised to discuss the academic impact of withdrawing from classes with their instructor, counselor, and/or career program coordinator prior to withdrawing.**

\_\_\_\_\_  
Student Signature Date

A "W" Withdrawal will be recorded on the official record for students wishing to discontinue attendance in classes after the end of refund period providing the proper procedure is followed.

Withdrawal from classes is allowed until the deadline for the semester posted in the College catalog and schedules. A Final Grade will be issued for all courses for which an official withdrawal has not been processed by the deadline. **Please retain a copy of this document as your official proof of withdrawal.**

Registrar's Signature \_\_\_\_\_ Date \_\_\_\_\_

Processed By: \_\_\_\_\_ Date \_\_\_\_\_

THE OFFICIAL WITHDRAWAL DATE IS THE DATE THIS FORM HAS BEEN COMPLETED AND PROCESSED BY THE REGISTRATION STAFF.