

Withdrawal Form



COMMUNITY AND
TECHNICAL COLLEGE

13650 Apple Harvest Drive
Martinsburg, WV 25403
TEL: 304-260-4380
FAX: 304-260-4376
www.blueridgectc.edu

1. Form must have all signatures before it will be processed.
2. A grade of W will be recorded on the students transcript.
3. There are no refunds for partial withdrawals (i.e. withdrawal from one or more, but not all classes).
4. Complete withdrawals (i.e. withdrawal from all classes) may be eligible for partial tuition reimbursement.
5. Below full time (12 hours) may affect financial aid eligibility and dependent insurance coverage.
6. This form, when completed, must be returned to the Registrar's office before the deadline established in the academic calendar.
7. The withdrawal will not be official until all signatures have been obtained and the form has been returned to the Registrar's Office.

Full Name: _____
SID: _____
Major: _____
Expected Grad Date: _____

Original Semester Hours

Hours Withdrawing From

New Total Hours for Semester

Are you withdrawing from all classes for a given semester?

Are you receiving Veteran Benefits? YES NO

Yes, Complete withdraw (No longer registered for any classes) No, Partial Withdraw (still registered for one or more classes)

| CRN | SUB | CRS NO | SEC | TITLE | CREDITS | INSTRUCTOR SIGNATURE | DATE OF LAST ATTENDANCE |
|-----|-----|--------|-----|-------|---------|----------------------|-------------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Please select the reason(s) for your withdrawal below.

- Academic Difficulty
 Dissatisfied with classes
 Employment
 Health Issues
 Financial Issues
 Family Responsibilities
 Relocating
 Military Duties

Other Reason (Please explain) _____

Student Advocacy Tutoring Computer Lab IT Help Desk
 What college services did you utilize? Accommodations Advising BlackBoard Help Desk

Which Student Services should BRCTC consider adding? _____

What may have been done to prevent you from withdrawing? _____

Were you satisfied with your BRCTC experience? YES NO

Would you like someone from BRCTC to call and talk to with you concerning your withdraw? YES NO

If yes, please provide best phone number and time to call: _____

Future Educational Plans (Choose One)

- I plan to return to BRCTC
 I plan to transfer to another institution
 I no longer plan to attend college

Financial Aid Signature: _____

Date: _____

I understand that by signing this form, I am withdrawing from the classes above. I have read the information on the back of this form regarding refunds, and I understand this policy. I have been made aware of any consequences of withdrawing and how it may affect my financial aid and registration status.

Student Signature: _____

Date: _____

Signatures must be obtained in order listed. You may get faculty or staff's approval via e-mail. Print the e-mail and attach the approval to this form.

WITHDRAWAL POLICY

Students who withdraw in accordance with College procedures may receive a refund of tuition and fees in accordance with the schedules outlined below. The refund calculation is based on the amount paid toward tuition and fees. There are no refunds on partial withdrawals. Refunds are determined from the first day of the school term, which officially begins with orientation and registration days. The official withdrawal date is certified by the Registrar. Refund checks are issued through the State Treasury and receipt of a refund may take up to six weeks depending upon the date of withdrawal.

To get a 100% refund, you must DROP all classes by the end of the ADD/DROP period. If one class is withdrawn after the ADD/DROP period ends, the amount is still due in full.

Regular Session

| | |
|-------------------------------|-----------|
| During first and second weeks | 90% |
| During third and fourth weeks | 70% |
| During fifth and sixth weeks | 50% |
| Beginning with seventh week | No Refund |

Summer Session

| | |
|--|-----------|
| During first and second class days | 90% |
| During the third and fourth class days | 70% |
| During fifth and sixth class days | 50% |
| Beginning seventh class day | No Refund |

PARTIAL WITHDRAWAL

Defined as withdrawing from one or more classes, but not ALL classes for which a student is registered in a given semester including any off campus classes such as Workforce Development credits.

COMPLETE WITHDRAWAL

Defined as withdrawing from ALL classes for which a student is registered in a given semester including any off campus classes such as Workforce Development credits.

IRS Statement:

Blue Ridge CTC is an eligible educational institution, and must get your correct identifying number (Social Security Number or Individual Tax Identification Number) to file certain information returns with the IRS and to furnish a qualified tuition and related expenses (Form 1098-T) statement to you. Your signature signifies your understanding and consent that the College will provide your information to the IRS.

Blue Ridge Community and Technical College provides opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, color, sex, sexual preference, religion, age, national origin, sexual orientation, marital or parental status, familial status, veteran status, or disability.