

# Complete 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. Complete withdrawals (withdrawal from ALL classes) may be eligible for partial tuition reimbursement. See Academic Calendar for deadlines.
2. **Partial Withdrawals are required to be completed on Bridge.** There are no refunds for partial withdrawals (i.e. withdrawal from one or more, but not all classes).
3. Form must have all signatures before it will be processed.
4. A grade of W will be recorded on the students transcript.
5. Below full time (12 hours) may affect financial aid eligibility and dependent insurance coverage. Financial Aid refunds will be based on the Last Day of Attendance submitted in Bridge by instructors.
6. This form, when completed, must be returned to the Welcome Desk before the deadline established in the academic calendar.
7. The Complete Withdrawal becomes official once the Registrar's Office processes the request.

Full Name: \_\_\_\_\_

Major: \_\_\_\_\_

SID: \_\_\_\_\_

Expected Grad Date: \_\_\_\_\_

Are you receiving Veteran Benefits?  YES  NO

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

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.

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.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Financial Aid Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Services Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **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	75%
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	75%
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. Partial Withdraws are completed on Bridge.

1. Go to Student Services
2. Registration
3. Add/Drop Classes
4. Choose the semester
5. Read the directions at the top of the page
6. Scroll down & under the Action Drop Down box, choose "Withdraw Online" for one or more of the courses but not all classes
7. Click Submit Changes
8. Once the page refreshes, you will see that you have successfully withdrawn from that course(s)

## **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. This form is used for all Complete Withdraws and all signatures are required.