

PLEASE PRINT

Student's Name: \_\_\_\_\_

Student Number:        Date: \_\_\_\_\_

\*Are you withdrawing completely from school for this semester?  YES  NO (If yes, see a Counselor)

## REASON \_\_\_\_\_

		FOR INSTRUCTOR'S USE ONLY		
COURSE & NUMBER (ENG101, etc)	CREDIT HOURS	GRADE W, WP, WF	LAST DATE ATTENDED (Required for Financial Aid and Veterans Benefits Recipients)	*INSTRUCTOR'S SIGNATURE (Not required during DROP/Add Period)
			--- ---	
			--- ---	
			--- ---	
			--- ---	
			--- ---	
			--- ---	
			--- ---	

Instructions:

- EACH** instructor's signature is **REQUIRED** to determine "WP" or "WF" after the last day to w/d without penalty. (See current Schedule of Classes Booklet for the date.) Instructors may confirm accuracy of "WP" or "WF" entered during grade submission. Falsification of grades, dates, or signatures on the part of the student may result in disciplinary action, not excluding expulsion from the College. A "Last Date Attended" is required for Title IV/Veteran's Financial Assistance recipients.
- See your **Advisor** to find out how this withdrawal will affect your academic progress; see a **Counselor** if you are **completely** withdrawing for the semester.
- If you are receiving financial assistance or veteran's benefits secure a **Student Financial Services Officer's Signature**. (Some students may need a Business Affairs officer's signature to determine if a financial aid repayment is required.)
- Return this form to the Records/Registrar's Office for processing. Please keep a copy for your records.**

**NOTE: YOU ARE NOT OFFICIALLY WITHDRAWN UNTIL YOUR FORM HAS BEEN RETURNED TO THE RECORDS OFFICE.**

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

\_\_\_\_\_  
Advisor's/Retention Counselor's Signature Date

\_\_\_\_\_  
Student Financial Services Officer's Signature Date

\_\_\_\_\_  
Business Officer's Signature Date

\_\_\_\_\_  
Records Officer's Signature Date

**CAMPUS/INSTRUCTIONAL SITE**

- BESSEMER  
 BIRMINGHAM  
 OTHER

**REFUND REQUESTED?  YES  NO**  
 MAIL REFUND  HOLD FOR PICK-UP

\*NOTE: A refund may be due for those completely withdrawing from school. However, no refund will be given after the third week of classes. All requests for refunds will be processed in accordance with State Board of Education Policies as published in the current "Semester Schedule of Classes Booklet."