

PERROTIS COLLEGE STUDENT WITHDRAWAL FORM

Last Name	First	Credit Hours Completed	Semester	Year	Student ID Number
<ul style="list-style-type: none"> Students wishing to drop all classes may WITHDRAW through the first week of classes without penalty. The Registrar's signature is not required. Students wishing to drop all classes after the first week of classes must officially withdraw; the Registrar's signature is required. 					
I hereby withdraw my current enrollment in Perrotis College for the term and year indicated above. I understand that withdrawing from classes does not relieve me of any financial obligation to the College.					
Reason for Withdrawal:					
Signed			Date:		
(Student or Proxy)					
SUBMIT COMPLETED FORM TO REGISTRARS OFFICE					
FOR REGISTRARS OFFICE USE ONLY					
Received by:		Date:		Effective Date (office use only):	
Approved WITH grade penalty <input type="checkbox"/>			Approved WITHOUT grade penalty: <input type="checkbox"/>		
* (Withdrawals with penalty result in automatic "F" grades for the term and academic suspension for the next regular semester.					
Eligible to Return:		<input type="checkbox"/> Spring Semester		<input type="checkbox"/> Fall Semester	
Comments :		Academic Year: 20_____			
Registrar's Signature		Date			
_____		_____			
Withdrawals are effective on the date received by the Registrar . This form must be accompanied by a completed Clearance Form before the student can receive an official transcript of refund.					
EFFECTIVE DATE OF WITHDRAWAL:					

*****THIS SECTION TO BE COMPLETED BY THE STUDENT (ONLY)*****

ANY REFUNDS DUE WILL BE MAILED TO YOUR PERMANENT ADDRESS. PLEASE LIST YOUR PERMANENT ADDRESS BELOW SO THAT WE MAY VERIFY IT OR CORRECT OUR RECORDS, IF NECESSARY. YOUR WITHDRAWAL WILL NOT BE PROCESSED WITHOUT THIS INFORMATION.

Name: _____ Student ID Number: _____

Street: _____

City: _____

Signed _____ Date: _____

You must submit a properly completed Withdrawal Form (along with a completed Clearance Form) to the Registrar before a refund can be authorized and your record properly posted. Do this as soon as possible after your decision to withdraw is made. Delay will significantly reduce your refund and may result in an academic penalty. Your resignation will be effective on the date it is received by the Registrars office. If you need assistance in completing this form or with the withdrawal process, please contact the Registrar.