



# OKEFENOKEE TECHNICAL COLLEGE

WAYCROSS CAMPUS • 1701 CARSWELL AVE • WAYCROSS, GA 31503 • PHONE (912) 287-6584

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TOLL FREE (877) ED AT OTC

## DROP/WITHDRAWAL FORM

**Complete form if withdrawing from a course or completely withdrawing from OTC.**

Complete form and return to Registrar's Office for processing.

ID/SSN \_\_\_\_\_ Today's Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Email \_\_\_\_\_

### DROPPING CLASS(ES)

Note: Students who attend class but FORMALLY withdraw from a course by the end of the third business day of the term will receive no grade for the course and will receive 100% refund of applicable tuition and fees and Financial Aid Awards will be adjusted accordingly. Students purchasing books using Financial Aid awards and subsequently dropping courses will be responsible for charges if financial aid award is reduced.

Students who withdraw from a course after the end of the third business day of the term shall receive a grade of 'W' and shall receive no refund of tuition and fees.

**In order to receive 100% refund, this form must be completed BY THE STUDENT and submitted to the Registrar's Office by the end of drop/add period.**

<u>CRN</u>	<u>Subject</u>	<u>Course #</u>	<u>Instructor Signature</u> *	<u>Date Last Attended</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- Withdrawal from OTC may reduce your Financial Aid Award and affect Satisfactory Academic Progress.
- Grades for withdrawals are W or WF.
- Verify FA adjustments with FA office.

\*Students dropping online courses must attach an email acknowledgement from instructor noting the students' intent to drop.

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

Are you withdrawing completely from school? Yes  No

If yes, please indicate the reason below:

- Academic Difficulty
  - Disciplinary
  - Financial
  - Moving
  - Personal
  - Completed Personal Objective
  - Other
- 

**Retention Coordinator/ Retention Support:**

Signature \_\_\_\_\_

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