



# South Suburban College

## Official Course Withdrawal

All students are required to meet with an academic advisor and financial aid representative (where applicable) to obtain appropriate signatures.

Please note that an Official Course Withdrawal will not be processed without the appropriate signatures, and will not be processed after the last day to withdraw for the specific course/s. Once a withdrawal is processed, it cannot be reversed.

**A WITHDRAWAL WILL NOT RESULT IN ANY FORM OF REFUND.**

Today's Date: \_\_\_\_\_ Term: Spring \_\_\_\_\_ Summer \_\_\_\_\_ Fall \_\_\_\_\_

\_\_\_\_\_  
Last Name First ID #

Requesting Withdrawal from the following course/s.

Course Code	Section No.	Credit Hours

**If withdrawing from all courses, I understand:**

1. I may not be eligible for any financial aid next term.
2. My federal financial aid may be subject to adjustment this term. This may result in my owing money to the college.
3. I may be placed on academic probation.

**Student – Must see a Counselor.**

Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing, I acknowledge that I have explained the academic outcome of withdrawal with student.

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

By signing, I acknowledge that I understand the academic outcome of this withdrawal.

**Are you using Financial Aid?**  NO  YES if yes, proceed to Financial Aid Office.

FA Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

By signing, I acknowledge that I have explained the financial outcome of withdrawal to student.

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

By signing, I acknowledge that I understand the financial outcome of this withdrawal.

**\*\*\*After All Required signatures, student must take form to Registration for processing\*\*\***

**Registration/Records Use Only**

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Signature \_\_\_\_\_ Date: \_\_\_\_\_