



# Class Withdrawal Form

A grade of “W” will be assigned for each withdrawn class, and you will not be entitled to a tuition refund. This form must be received no later than the close of business on the last day to withdraw from the particular class(es) indicated. It is the student’s responsibility to ensure the form has been received on time and your withdrawal has been confirmed by Student Services (Bailey or Madison Campus). Do not mail or fax the form.

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

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

## Financial Aid Statement

I understand that withdrawing from a course may affect my current and/or future eligibility to receive financial aid at A-B Tech, and that it is my responsibility to contact the Financial Aid Office if I have questions or concerns about how withdrawing may affect my financial aid eligibility.

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

## If You Receive Veterans Benefits

Students receiving Veterans Benefits must complete the reverse side of this form to complete a class withdrawal.

## Class Information

## Term Submitted:

Enter information for each class you want to withdraw from (example: ENG 111 D1). (example: 2020FA)

Prefix/Subject	Course #	Section #	Select <u>One</u> Primary Reason for Withdrawal

Processed by \_\_\_\_\_ Date \_\_\_\_\_

Withdrawal from a course after the 75% point is approved only in exceptional cases such as medical emergency or employment relocation (supporting documentation required) and requires Registrar approval.

Late Withdrawal Approved by \_\_\_\_\_ Date \_\_\_\_\_



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## Veterans Benefits Statement

I understand that if I withdraw from a class, I may have to **pay back all funds** that I received from the Veterans Administration for that class. This includes funds for housing, textbook, and tuition. I also understand that I will likely see a reduction in payments for the remainder of the semester. If I have any questions or concerns about this, it is my responsibility to contact the Veteran Services Coordinator before requesting an official withdrawal.

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

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## Instructor's Signature for Veterans Benefits

If you are receiving Veterans Benefits, your instructor(s) must sign below and write the last date of attendance for each class you are withdrawing from. In lieu of signing this form, the instructor may also email the last date of attendance to registrar@abtech.edu or mark "L" in the Web Attendance system.

Course	Last Date of Attendance	Instructor's Signature

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## Are You Sure You Want to Withdraw?

We want you to be successful and meet your academic goals. Check your resources before withdrawing:

### Talk with your instructor!

- If you think you are failing your class, talk with your instructor first. It never hurts to ask.
- Your grade may not be as low as you think, or your instructor might be able to help connect you with learning assistance or direct you to campus resources that can help you pass your class.
- You may be able to make arrangements to make up missed work, depending on the circumstances.

### Talk with an advisor!

- Advisors can help connect you with resources or provide strategies for study and test anxiety.
- Advisors can also help connect you with community resources (food and housing, transportation, etc.).
- Crisis/Personal Counseling – Don't let an unexpected life event stop you from finishing your class. Counselors in the Bailey Building can help you determine if withdrawing is the right choice. They can also help you access community resources to help you get through the challenges you are experiencing.
- Accommodations/ Classroom Assistance – If you had extended test times or other help in high school, you may qualify for accommodations. Let us know if you need assistance, and we'll see what's available to you!