

**GUILFORD TECHNICAL  
COMMUNITY COLLEGE**

**Student Course Drop/Withdrawal Form**

Please complete the entire form, save a copy for your records and email the form to [records@gtcc.edu](mailto:records@gtcc.edu). This form is to be used when the student needs to withdraw from one or more courses after the schedule adjustment period. Drops are eligible for a 75% tuition refund. Withdrawals are not eligible for any type of tuition refund.

**I. Student & Course Information**

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Student ID No.                      Last Name                      First Name                      Middle Initial Semester/Year                      GTCC E-mail  
 Or last 4 digits of SSN

Course Name and Section	Course Title	Credit Hours	Last Day of Attendance (VA ONLY)

**II. Withdrawal Reasons** (Please select one reason only.)

- |   |   |
|---|---|
| <input type="checkbox"/> Academic performance       | <input type="checkbox"/> Moving                         |
| <input type="checkbox"/> Employment                 | <input type="checkbox"/> Military enlistment/deployment |
| <input type="checkbox"/> Health and/or family       | <input type="checkbox"/> Program change                 |
| <input type="checkbox"/> Financial                  | <input type="checkbox"/> Documented Medical             |
| <input type="checkbox"/> Enrolled in another school | <input type="checkbox"/> Other _____                    |

**III. Financial Aid, Veterans Affairs, Athletics, International Students, EMC/CCPP (Check if Applicable)**

- Are you receiving financial aid (grants, scholarships, and loans)?
- Are you receiving VA educational benefits?
- Are you a student-athlete at GTCC? You must have approval from Athletic Director - Kirk Chandler.
- Are you an International Student (F1 Visa)? You must have approval from International Advisor - Maret Matthew.
- Are you an EMC/CCPP Student? You must have approval from H.S. Liaison - Linda Whitlow.

- a. Students who withdraw from ALL classes before completing more than 60% of the enrollment period must have their aid adjusted by federal regulation. This may leave an outstanding balance on your student account.**
- b. Receipt of financial aid in future semesters may be affected by your withdrawal.**
- c. Withdrawing from courses may impact you financial aid eligibility. We encourage you to contact the Financial Aid office at [finaid@gtcc.edu](mailto:finaid@gtcc.edu) for further information.**

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

Date \_\_\_\_\_

**IV. Records Use Only**

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_

Notes:

## State Refund Policy

### **Tuition Refunds:**

- (1) A refund shall not be made except under the following circumstances:
  - (A) A 100 percent refund shall be made if the student officially withdraws prior to the first day of class (es) of the academic semester or term as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.
  - (B) A 75 percent refund shall be made if the student officially withdraws from the class (es) prior to or on the official 10 percent point (census date) of the semester.
  - (C) For classes beginning at times other than the first week (seven calendar days) of the semester a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of (census date) the class.
  - (D) A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a contact hour class on or before the 10th calendar day (census date) of the class.
- (2) To comply with applicable federal regulations regarding refunds, federal regulations supersede the state refund regulations stated in this Rule.
- (3) Where a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.
- (4) For a class (es) which the college collects receipts which are not required to be deposited into the State Treasury account, the college shall adopt local refund policies. (The State refund policy is followed.)

**Military Tuition Refund.** Upon request of the student, each college shall:

- (1) Grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina that make it impossible for them to complete their course requirements; and
- (2) Buy back textbooks through the colleges' bookstore operations to the extent possible. Colleges shall use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

**Other fees, such as shop/lab/clinic fees, physical education fee, campus access/parking/security fee, computer use/technology fee, student activity fee, student accident insurance fee, and malpractice insurance fees are not refundable after classes start. The census date (10 percent point) of each section may vary and may be obtained from logging into WebAdvisor and clicking on My Class Schedule. No refunds will be given to students who drop a section after the census date of the section.**

**The college refund policy is established by state legislative action and therefore, is subject to change without prior notice to students. Please allow 6 to 8 weeks for refunds.**

### Financial Aid Refund Policy

The Higher Education Amendments of 1998 prescribes the requirement for calculating the amount of aid a student and school can retain when the student totally withdraws from all classes. Students who withdraw from all classes prior to completing 60% of the semester will have their eligibility for aid recalculated based on the percent of the semester completed. For example, a student who withdraws completing only 30% of the term will have "earned" only 30% of any Title IV aid received. The remaining 70% must be returned by the school and/or the student. The Financial Aid Office encourages you to read a complete copy of this policy carefully. It is available on our website. **If you are thinking about withdrawing from all classes PRIOR to completing 60% of the semester, you should contact the Financial Aid Office to see how your withdrawal will affect your financial aid.**

**It is very important that you ask questions, examine your schedule carefully, and TAKE RESPONSIBILITY for your schedule!**

- **Check campus location** where your classes are offered— be sure it is where you want to be.
- **If you schedule classes on more than one campus**— make sure you have time between classes to travel between campuses.
- **If you need to DROP and ADD during the schedule adjustment period, you must do so in one registration session.** That is the only way, your new class and your old class (if the number of credit hours is the same) will not result in you owing the additional money.
- **Please make sure to ask questions and carefully examine your schedule. Failing to assume responsibility for your schedule could result in unwanted financial penalties.**
- **Important Notes:**
- Do not sign up for more classes than wanted with the intent to drop some after attending the first day of class.

**Dropping on or after the first day of class will result in a 25% tuition refund penalty.**

**Accounts referred to a third party for collection are subject to applicable collection fees.**

**Rev. 2/2021**