



# Herkimer College Withdrawal Form

This form is required for students who wish to withdraw during the term from ALL courses that they are currently registered. Repeated absence from class does not constitute notice of withdrawal. **Return form to the Student Accounts Office at address below.**

(Please refer to withdrawal policies – attached)

## PLEASE PRINT LEGIBLY

Name: \_\_\_\_\_ Student ID: H \_\_\_\_\_

Street (permanent mailing Address) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: ( ) - \_\_\_\_\_ Cell Phone: ( ) - \_\_\_\_\_

## REASON FOR WITHDRAWAL

Please select any applicable reasons for withdrawing from your classes

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> A) Need time off to work             | <input type="checkbox"/> F) Program too difficult                | <input type="checkbox"/> K) Want to be closer to home  |
| <input type="checkbox"/> B) Did not qualify for financial aid | <input type="checkbox"/> G) Lack of academic support             | <input type="checkbox"/> L) Military deployment        |
| <input type="checkbox"/> C) Family financial problems         | <input type="checkbox"/> H) Problems require me to return home   | <input type="checkbox"/> M) Medical reasons - personal |
| <input type="checkbox"/> D) Classes conflict with work        | <input type="checkbox"/> I) Transportation problems              | <input type="checkbox"/> N) Medical reasons - family   |
| <input type="checkbox"/> E) Roommate Problems                 | <input type="checkbox"/> J) Transferring (specify college below) | <input type="checkbox"/> O) Other (specify below)      |

Transfer college name \_\_\_\_\_

Reason for withdrawal \_\_\_\_\_

Additional comments or reason(s) for leaving: \_\_\_\_\_

Do you live in campus housing (circle one)? YES NO

Were you eligible for financial aid (circle one)? YES NO

What was your last date of attendance? \_\_\_\_\_

If online class(es), enter your last date of actual participation below. Only logging in to your class does not constitute participation.

\_\_\_\_\_

## STUDENT CERTIFICATION (READ CAREFULLY AND SIGN BELOW)

- I have read the attached policies regarding withdrawal from classes.
- I understand that if I withdraw from classes and I do not attend over 60% of classes for the semester, my financial aid will be adjusted based upon my last date of attendance.
- I understand that if my financial aid awards are reduced or cancelled, I may owe a balance to Herkimer County Community, and this balance is due immediately. I understand that if I fail to pay this balance to the college, or to make a suitable payment arrangement to pay my balance, my account will be referred to a collection agency. I will be responsible for the amount due to the college and accept responsibility to pay all collection fees charged by the collection agency.
- I understand that a hold will be placed on my account at the time of withdrawal that may prevent release of transcripts and further registration for classes at Herkimer College. The hold will remain until it is determined that all of my financial obligations (including tuition, fees, housing, library fines, athletic equipment, meal plans, etc) have been satisfied.
- I reviewed Herkimer County Community College's refund schedule, and understand that my charges will be based upon my actual dates of attendance,

Student Signature \_\_\_\_\_ Today's Date: \_\_\_\_\_

**OFFICE USE ONLY**

**Withdrawal Process Date:** \_\_\_\_\_

**Advisement Office Comments**

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*Advisement Office Signature*

**Student Accounts Office Comments**

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*Student Accounts Office Signature*

**Registrar's Office Comments**

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*Registrar's Office Signature*

**Medical Withdrawal Only**

Supporting Documentation Received? (circle one)    YES                  NO

Comments / Notes

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Medical Withdrawal Approved? (circle one)    YES                  NO

*Provost Signature* \_\_\_\_\_

*Dean of Students Signature* \_\_\_\_\_

# Withdrawing from College - What you need to know

## Herkimer College Withdrawal Policies

Students wishing to withdraw from ALL their classes at Herkimer College during the semester must complete, sign, and return a withdrawal form to the Student Accounts Office. Withdraw forms received after the last date of the term to withdraw (please refer to the Academic Calendar) will not be processed.

Students who do not formally withdraw by the last date to withdraw will receive final grades. Absence from the class does not constitute withdrawal.

The last day to formally withdraw from the College and receive "W" grades is the end of the tenth week of classes, or the equivalent period of time (67%), in the case of a course of shorter duration than a full semester.

Refunds according to the college refund schedule will not be made unless the student formally withdraws.

Students receiving federal and/or state financial aid may be subject to reductions in financial aid based upon the last date of attendance and adjusted tuition amounts (when appropriate). See below for more information on the effects of withdrawing from college on your financial aid and for information regarding refunds of tuition.

### Medical Withdrawals

A medical withdrawal is a withdrawal that may be granted based upon a substantiated medical concern for a registered student or their family member. Herkimer College makes every effort to accommodate requests for a medical withdrawal; however, submission of medical documentation does not guarantee approval.

Students seeking a medical withdrawal for either a medical or psychological concern must provide written medical documentation from the treating licensed healthcare professional as soon as the concern is identified. Documentation should be submitted to the Registrar, must be legible, on original letterhead and must include:

- Medical/Psychological diagnosis
  - Date(s) of treatment including onset
  - Treatment Plan (current and ongoing) including medication, referrals, etc.
  - Opinion as to the student's ability to successfully return to college related activities: academic work, residential life (if applicable), etc.
  - Date and signature of the licensed healthcare professional
- The medical documentation will be reviewed and a decision to either support or deny the medical withdrawal will be provided to the Registrar and student.

All medical documentation is confidential and will only be shared with the student's written permission. The medical documentation will be retained in the Dean of Students' office.

The Satisfactory Academic Progress guidelines will not be applied academically to any student who has been approved to formally withdraw for a certified medical reason. However, students who are approved for a medical withdrawal are still liable for incurred charges and may be subject to reductions in financial aid based upon their last date of attendance. Students may also be subject to a loss of financial aid for subsequent semesters. The Satisfactory Academic Progress guidelines will still apply to students' financial aid eligibility, even if they are approved to formally withdraw for a certified medical condition.

## **Students Residing in On-Campus Housing**

Students living on-campus who withdraw from the college must notify the Housing Office to clear their dormitory. For regulations governing refunds, please refer to your HCCC Housing Corporation Student Housing Contract.

## **Things to Know About Withdrawing**

Withdrawing from college is the dropping of all your classes for a semester. The last day to withdraw from full term classes is determined by the college registrar and is published in the academic calendar.

Withdrawing from college can impact your financial aid. Students receiving federal financial aid are required to attend past the 60% point in the term. For a standard 15-week term, this corresponds to attending up until just prior to the last date to withdraw for a semester. Being on campus participating in non-academic activities does not constitute attendance.

## **Refunds of Tuition and Fees**

Depending upon the date that you withdraw from college, and your last date of attendance, you may be eligible for a refund of all or a portion of your tuition and fees. Herkimer College's refund policy follows the Codes, Rules, and Regulations of the State of New York with regards to the administration and operation of community colleges (8 CRR-NY 602.11).

### *Fall / Spring Full Term Refund Schedule*

<b>Last Date of Attendance</b>	<b>Liability</b>	<b>Refund</b>
Prior to first day	0	100%
During first week	25%	75%
During second week	50%	50%
During third week	75%	25%
After third week	100%	0



# Return of Title IV Financial Aid Policy

## So You Are Thinking About Withdrawing...

Here are some facts you should know before you withdraw completely from Herkimer College:

Depending on the date that you withdraw, you could be charged all or a percentage of your tuition, fees, room and board. Depending on what type of financial aid you receive, your aid may be reduced based upon your last date of attendance. If you receive funding through the federal government programs known as Direct Student Loans, Direct PLUS Loans, Pell Grants, and Supplemental Education Opportunity Grants and you withdraw completely from Herkimer College before attending over 60% of the semester's classes, your awards are subject to Return of Title IV Financial Aid.

Important! First-time, first-year students must attend at least 30 days to be eligible for a federal Direct Student Loan. The college must cancel / return any student loan for first-time, first-year students who attend less than 30 days.

## What is Return of Title IV?

As part of Higher Education Amendments of 1998, Congress passed provisions governing what MUST happen to a student's Federal financial aid if he/she is to completely withdraw from college. In general, the policy states that a student "earns" Federal financial aid awards directly in proportion to the number of days the student attends classes. If a student completely withdraws from school during a term, the school must calculate the portion of the total Federal financial aid the student has earned up until the date of withdrawal. The calculation is based on the number of days the student attends minus any divided by the total number of days in the semester. If the College receives more aid than the student earns, the unearned excess funds must be returned to the source from which they came.

The College is required to perform a Return of Title IV Funds calculation for all who withdraw from the College within a payment period, including those who complete over 60% of the term.

If, after returning unearned financial aid, there is insufficient financial aid to cover your charges, you will owe a balance to Herkimer College.

The College follows the Department of Education's order of return of Title IV funds to the programs from which the student earned aid. Unearned federal aid is returned in the following order:

1. Unsubsidized Direct Student Loans
2. Subsidized Direct Student Loans
3. Direct PLUS Parent Loans
4. Federal Pell Grant
5. SEOG

If this student withdraws prior to a loan the parent or student earns is disbursed, the college must receive written permission from the borrower prior to disbursing the loan to the student's account. The school will send a request for a post withdrawal disbursement of a student/parent loan that the student must return within 14 days for the school to disburse the loan.