

INSTRUCTIONS

- 1 - Fill out all required data
- 2 - Use only for withdrawals made after program change (deletion) period
- 3 - Must have Instructor's signature
- 4 - Read all withdrawal and grading information on reverse side of this form
- 5 - Bring completed withdrawal form to the Registrar's Office, Rm. A-104

IMPORTANT

Forms will not be accepted after the withdrawal deadline date. See current College Catalog for the last day to withdraw.

QUEENSBOROUGH COMMUNITY COLLEGE/GUNY COURSE WITHDRAWAL REQUEST FORM

NAME _____
LAST FIRST MI

STATUS: Matric Non-Degree
 DIVISION: Day Evening

ADDRESS _____

CITY, STATE, ZIP _____

Students completely withdrawing must have this form approved by a counselor.

I.D.# --

COUNSELOR'S SIGNATURE _____ DATE _____

Course & Number	Section	Semester	Your last date of attendance	Instructor's Signature	Date

I AM AWARE THAT WITHDRAWING FROM COURSES MAY JEOPARDIZE MY ELIGIBILITY FOR FINANCIAL AID (TAP, PELL, ETC.) NEXT SEMESTER.

Student's Signature _____ Date _____ **REGISTRAR** DP NOTIFIED DATE _____

REFUND POLICY (excluding military withdrawals)

Refund of tuition, upon approval of a written application for withdrawal, will be made in accordance with the following schedule (all fees subject to change without notice):

	Regular Semester	Summer & January courses
Deletion from course before the scheduled opening date of the semester	100%	100%
Deletion from course in order to register at another unit of The City University during that semester	100%	100%
Deletion within one week after scheduled opening date of the semester	75%	50%
Deletion during second week after scheduled opening date of the semester	50%	25%
Deletion during third week after scheduled opening date of the semester	25%	None
Withdrawal after completion of third week after scheduled opening date of the semester	None	None

Refund amount is based on the date a form is submitted to the Registrar's Office.
 Tuition will be 100% refunded for those courses which at any time are cancelled by the College.
 Student Fee will be refunded in full only in cases where student's registration is cancelled by the College.
 All other special and penalty fees are not refundable.

MILITARY — See catalog for details.

Important (A grade of 'W' may be assigned if withdrawal is made from the first day of the 4th week through the last day of the 9th week of classes (see College Catalog for date).

GRADING PROCEDURES FOR WITHDRAWALS

- 1. Deletion (program change) before the end of the 3rd week of the semester.
- 2. Withdrawal from 1st day of 4th week through the last day of the 9th week of classes (see College Catalog for date).
- 3. After the 1st day of the 10th week of classes, a student must submit a written appeal to the Committee on Course and Standing for action on a late withdrawal.

Grade	Instructor's Signature
No Grade assigned	Not required
W (passing - no academic penalty)	Required
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