



REQUEST FOR TOTAL WITHDRAWAL

Petition for:	
Fall	20__
Spring	20__
Summer	20__

Please Print Using Ink

NAME: _____
 Last First M.I. Student I.D. #

ADDRESS: _____
 Mailing Address City State Zip Code Date of Birth

LAST DATE OF ATTENDANCE DURING THIS SEMESTER _____

Using Withdrawal Reasons listed below, circle as many letter codes that apply in the spaces provided below.
 Your answers will help us learn about the reason(s) why students drop classes.

TOTAL WITHDRAWAL

Section #	Course Name & #	Days	Time

YOUR INDIVIDUAL RESPONSE WILL REMAIN CONFIDENTIAL

REASON FOR WITHDRAWAL: (Circle all reasons that apply)

a. Course content more difficult than anticipated	m. Attending another college
b. Course does not meet need	n. Childcare
c. Course was too easy	o. Cost of books
d. Dissatisfied with counselor	p. Disability
e. Dissatisfied with instructor	q. Family
f. Dropped because did not meet prerequisites	r. Financial
g. Enrolled in too many classes	s. Health
h. Failing class	t. Job conflict
i. Lack of time	u. Moving
j. Limited English proficiency	v. Obtained employment
k. Need for crisis counseling	w. Poor time management skills
l. Poor attendance	x. Other _____

 Student's Signature Date

 Counselor's Signature Date

 Veteran's Representative Signature: (Veteran's Only) Date

Financial Aid Representative:

Date: _____ **SAP**
 Is the student a current Financial Aid Student? ___Yes ___No
If yes, refer to R2T4 Technician.
 Does the student have a prior Loan? ___Yes ___No
If yes, refer to Exit Counseling Technician.
 Processed by: _____ Date: _____

Admissions use only:
 Is the student eligible for an EW grade? ___Yes ___No Is the student eligible for an enrollment fee refund? ___Yes ___No
 Processed by: _____ Date: _____

PROCEDURES FOR TOTAL WITHDRAWAL

A total withdrawal from the college may impact your academic record and Financial Aid status and future financial aid eligibility at another college and/or university.

Student Instructions

Step 1 Pick up Request for Total Withdrawal form from Admissions and Records.

Step 2 Meet with a counselor for approval for total withdrawal. If needed, meet with Veteran's Representative if receiving VA assistance.

Step 3 Submit completed and signed form to Admissions and Records with copies of supporting docu

1. Take this form over to the Counseling Department and ask to speak to a Counselor. Upon meeting with a Counselor, they will discuss with you options for classroom success such as tutoring services, etc. as well as the potential consequences of withdrawing from classes.
 - If you are a current financial aid student or a Hartnell student loan borrower, you must meet with a Financial Aid staff member for a review of the Return to Title IV (R2T4) process. The R2T4 policy can be found at <http://live-hartnell.gotpantheon.com/return-title-iv>
 - If you are a current student Veteran, you must meet with the College's Veteran Certifying Official to ensure that your educational record is accurately recorded with VA and for a review of the potential affects withdrawing will have on your educational benefits.
3. Upon approval from the Counselor (and Financial Aid and Veterans if applicable), submit the completed form to the Admissions & Records Department for processing.

FOR DISTANCE EDUCATION (ONLINE STUDENTS ONLY):

1. If you are a Distance Ed (online) student (100% online courses), you may request a total withdrawal form by phone (831) 755-6711. Please provide your name, HC student ID #, phone # and email address to the staff member so they can complete the top part of the withdrawal form. The staff will review your student file to ensure that you have no outstanding holds on your student account, and they will confirm if you are a financial aid and/or student Veteran. (*The A&R staff will note the Intent to withdrawal date.*) An A&R staff member will then scan and email you or fax you a total withdrawal form.
2. You will need to complete the form and either fax it to the Counseling Department at 831-770-6138 or scan and email the form to hartnellcounseling.edu.
3. Upon approval from the Counselor, the form along with any documentation will be submitted to the Admissions & Records Department for processing. Please note that processing requests may take up to 1-2 working days.
 - If you are a current financial aid student or a Hartnell student loan borrower, your total withdrawal form will be reviewed for the Return to Title IV (R2T4) process by a Financial Aid staff member. The R2T4 policy can be found at <http://live-hartnell.gotpantheon.com/return-title-iv>
 - If you are a current student Veteran, the A&R staff will notify the College's Veteran Certifying Official to ensure that your educational record is accurately recorded with VA.
4. A copy of the completed withdrawal form will be scanned and emailed or faxed to you.

Special Note for Financial Aid Students: The Financial Aid Office is required to consider your intent to withdraw. They will begin calculating Return to Title IV, the amount of financial aid you have earned up to the date of your last attendance or the date noted for your intent to withdraw. You may have to repay a portion of the aid you received if you did not attend long enough to earn all the aid you received. For more information about Return to Title IV calculations visit our webpage at <http://www.hartnell.edu/return-title-iv>

The Financial Aid Office will have to assume you have stopped attending classes even if you do not submit this form to complete the withdrawal process. Please contact the Financial Aid Office if you decided not to withdraw and are still attending Hartnell.

Completion of the withdrawal process must be completed and submitted to the Admissions & Records Office by the official last day to drop the course. No exceptions!