



REQUEST FOR TOTAL WITHDRAWAL

The total withdrawal forms must be completed and submitted to the Admissions & Records Office by no later than the official last day to drop the course.

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.

The completed Total Withdrawal form must be submitted to the Admissions & Records Office by no later than the last day to drop the course.

Student Instructions

Step 1 Fill out the Total Withdrawal form.

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

- Schedule a counseling appointment via the Counseling website.
- 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.

Step 3 Are you a financial aid student?

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.

Step 4 Submit completed and signed form to the Admissions and Records office in person or via email to admissions@hartnell.edu with copies of supporting documentation.

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 website at <https://www.hartnell.edu/students/fa/return-title-iv.html>

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.