



Withdrawal Form

ID# _____

Registration Office ■ 2111 Emmons Road, Jackson, MI 49201
 Phone 517-796-8425 ■ Fax 517-796-8446

Name _____

Cell# _____ Home# _____ Work# _____

Semester / Year

Fall / _____

Winter / _____

Spring / _____

Current Address _____

Discipline Letters	Course Number	Section Number	Course Title	Office Use/Processed

- _____ I understand there will be no refund for the course(s) withdrawn.
- _____ I understand that I will receive a "W" on my transcript for each course I withdraw from.
- _____ If I am a Legacy student, I understand that I must be actively enrolled in 12 credits. A "W" is not active enrollment.
- _____ I have discussed options such as tutoring or working with the instructor.
- _____ I have reviewed "What Every Student Should Know About Withdrawing from Class At JCC".
- _____ I have completed the Withdrawal Survey and returned it to the Student Services representative.

- _____ I have spoken with JCC Financial Aid, my funder (for example, Jackson Legacy, employer, Michigan Works) and my insurance carrier, if applicable and understand the consequences of dropping a course(s), which are:
 - If I do not complete this semester with a cumulative financial aid GPA of 2.0 or better and successfully complete 67% of my courses, I may lose or jeopardize my financial aid for next semester. Withdrawals and Incompletes count as 0.0 for financial aid calculation My grades in other courses must be high enough to make up for the withdrawals. It may not be enough to make up for the withdrawals. I may not be eligible for scholarships or loans for the next semester.
 - If I am currently on academic probation and do not successfully complete these classes with a 2.0 GPA and 67% completion rate, I will be placed on academic suspension and not be eligible for financial aid during the next semester I attend.
 - If I am receiving Title IV (Federal Funds) financial aid, and I **withdraw from all of my classes during the first 60% of the semester**, I will be subject to an adjustment of Title IV Funds. This U.S. Department of Education calculation may result in me owing money to JCC. The return of Federal Title IV Funds will be in the following order: Federal Unsubsidized Stafford Loan, Federal Subsidized Loan, Federal PLUS, Federal Pell Grant and Federal Supplemental Educational Opportunity Grant. **This means I will owe money.**

Authorization: I authorize JCC to withdraw me from the course selections listed above, and accept full responsibility for any tuition charges based on the accuracy of the information presented. I understand that there is no tuition refund given for withdrawn courses and a grade of "W" will appear on my transcript. I am responsible for understanding how my withdrawal from classes will affect my financial aid status. Additionally, any balance owed to the College must be paid prior to enrolling in a future semester.

Signature _____ Date _____

(required for processing)