



Withdrawal Form

Records Office/2111 Emmons Rd./Jackson, MI 49201

Phone: 517.796.8425 Fax: 517.796.8446

Semester (check one): Fall Spring Summer Year: _____

Student ID#: _____ Program: _____

Name: _____

Address: _____

Primary Phone: _____ Email: _____

Discipline Letters	Course Number	Section Number	Course Title

Please initial on the line next to each of the below statements:

- ☐ I understand there will be no refund for the course(s) withdrawn.
- ☐ I understand that I will receive a 'W' on my transcript for the course(s) withdrawn.
- ☐ I have reviewed "What Every Student Should Know About Withdrawing from a Class at JC".
- ☐ If I am a housing student, I understand that I must be actively enrolled in 12 credit hours. A 'W' is not considered active enrollment.
- ☐ If I am a veteran student, I understand that I must speak with the VA Certifying Official.
- ☐ I have discussed with my Student Success Navigator academic intervention options such as tutoring.
- ☐ If I receive Future for Frontliner or MI Reconnect funds, I understand that if I am in the second semester of my second 12-month participation period, I am responsible for any charges incurred by withdrawing from class(es).
- ☐ I have spoken with the Financial Aid Office, my funder (i.e. Jackson Legacy, employer, Michigan Works!), and my insurance carrier, if applicable, and understand the consequences of withdrawing from a course:
- I am aware that I need to maintain a minimum cumulative GPA of 2.0 and an overall 67% completion rate for all attempted credits. A withdrawal from a course will NOT affect GPA, but WILL affect completion rate by counting as attempted credits but not completed credits.
 - If I am receiving Title IV (federal funds) financial aid, **and I withdraw from all my classes during the first 60% of the semester**, I will be subject to an adjustment of those Title IV funds. This U.S. Department of Education calculation may result in me owing money to JC. The return of Title IV funds will be in the following order: Federal Unsubsidized Loan, Federal Subsidized Loan, Federal PLUS Loan, Federal Pell Grant, and Federal Supplemental Education Opportunity Grant. **This means I may owe money to JC.**
 - For more information about withdrawing from all of your classes and how it effects your Federal Aid, go to <https://www.jccmi.edu/about/consumer-information>

Authorization: I authorize Jackson College to withdraw me from the course selections listed above, and I 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 Jackson College must be paid prior to enrolling in a future semester.

Student Signature: _____

Date: _____

Navigator Signature: _____

Date: _____