



DROP/WITHDRAWAL FORM

Complete form if withdrawing from a course or completely withdrawing from CPTC.

Complete form and return to Registrar's Office for processing.

ID/SSN _____ Today's Date _____

Last Name _____ First Name _____

Email _____

DROPPING CLASS(ES)

Note: Students who attend class but FORMALLY withdraw from a course by the end of the third business day of the term will receive no grade for the course and will receive 100% refund of applicable tuition and fees and Financial Aid Awards will be adjusted accordingly. Students purchasing books using Financial Aid awards and subsequently dropping courses will be responsible for charges if financial aid award is reduced.

Students who withdraw from a course after the end of the third business day of the term shall receive a grade of 'W', 'WP' or 'WF' and shall receive no refund of tuition and fees.

In order to receive 100% refund, this form must be completed BY THE STUDENT and submitted to the Registrar's Office by the end of drop/add period.

| <u>CRN</u> _____ | <u>Subject</u> _____ | <u>Course #</u> _____ | <u>Instructor Signature</u> * _____ | <u>Date Last Attended</u> _____ |
|------------------|----------------------|-----------------------|-------------------------------------|---------------------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

*Students dropping online courses must attach an email acknowledgement from instructor noting the students' intent to drop.

- Withdrawal from CPTC may reduce your Financial Aid Award and affect Satisfactory Academic Progress.
- Grades for withdrawals are W, WP or WF.
- It is student responsibility to verify FA adjustments with FA office.

Student Signature _____
