

LEHIGH CARBON COMMUNITY COLLEGE

OFFICIAL STUDENT WITHDRAWAL REQUEST

| | | | |
|-------------------|------------------|--------------|-----|
| Student I.D./L# | Semester/Session | | |
| Last Name (Print) | First Name | Phone Number | |
| Street | City | State | Zip |

PROGRAM OF STUDY _____ If health related--obtain signature of representative from that department below.*

| | | |
|---|------------------------------|-----------------------------|
| Library--Any borrowed books/AV materials? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Veteran--If receiving benefits? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Financial aid? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

The Office of Financial Aid must be notified in writing of the student's intent to withdraw.

If a student receives any type of financial aid (grants, scholarships, and loans) and officially withdraws completely from classes before the ninth week of class (60% of the semester), the student is required to have their financial aid prorated based on the U.S. Dept. of Education's Federal Refund Policy. A student who falls under this criterion will have the appropriate percentage of his financial aid returned to the appropriate fund and is responsible to pay any balance remaining on the account as a result of this calculation.

Signature _____
Your signature here indicates understanding of Financial Aid policies.

Any other outstanding obligations to college? Yes No
(example: tape players, calculators, LAS programmed texts, fines, etc.)
If yes, please indicate _____

Reason for withdrawal: _____

I certify that the above information is complete and accurate.

| | | |
|---------------------|------|------------------|
| Student's Signature | Date | ID Card Returned |
|---------------------|------|------------------|

*Health-Related Program _____
Signature, Department Coordinator Date

Signature of Registrar Date

PERM33A-dd (7/14/11)

Original: Student's File

| |
|--------------------------|
| FOR OFFICIAL USE ONLY |
| _____ WEEK CODE |
| _____ DATE OF WITHDRAWAL |
| BASIC DATA (117) |
| Excel |