



## Withdrawal Procedures

Please follow the instructions below on how to withdraw from Wallace Community College.

### Types of Withdrawals

**Complete Withdrawal (withdrawal from all class(es)).** Students who officially withdraw and have never attended any class(es) are refunded the total tuition and other refundable fees. Students who officially withdraw and have attended class(es) are refunded tuition and refundable fees calculated from the actual date of withdrawal. Refunds are calculated based on the following schedule:

Complete withdrawal Refund

During first week 75%

During second week 50%

During third week 25%

After end of third week None

Refund check(s) are made payable to the student and mailed to the student's home address as recorded in the registration file. An administrative fee of 5% of tuition and other institutional charges are assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class. The total amount charged for this service will not exceed \$100. Financial Aid students are subject to the Return of Unearned Aid, Responsibility of the Student policy.

**Partial Withdrawal (withdrawal from one or more class(es) but not all).** Students who do not completely withdraw from the College but drop a class during the regular drop and add period are refunded the difference in tuition and fees paid and tuition and fees applicable to the reduced number of hours, including fees appropriate to the classes dropped. No refund is due a student who partially withdraws after the official drop and add period.

To be entitled to a refund of tuition and fees, students on the Wallace Campus must officially withdraw in person by visiting a College counselor and completing a withdrawal form. Students on the Sparks Campus must see the Coordinator, Student Services or a designated Student Affairs representative. Students at other College locations must see the designated College official at the particular site.

Students who have not attended class by the fifth class day of a term are removed from that class. Students who have not attended any classes by the fifth class day will have their registrations voided and will not be registered for that term. It is the student's responsibility to attend class. If an emergency should occur, Wallace Campus students are to contact the Office of the Director of Enrollment Services/Registrar at 334-556-2470, and Sparks Campus students should contact the Student Affairs Office at 334-687-3543, Ext. 4282, prior to the fifth day of a term. Students at other College locations should contact the designated College official.

**Ineligibility for Refund.** Students who are withdrawn by the College for disciplinary reasons, nonpayment of charges, or other similar reasons are not eligible for a refund.

### TITLE IV REFUNDS

**General.** When a Pell, ACG, and/or SEOG Grant recipient completely withdraws from the College, the Business Office must determine the amount of the grant(s) that the student earned as of the student's withdrawal date.

The student's date of withdrawal is either of the following dates:

1. The date, as determined by the College, that the student began the withdrawal process prescribed by the College.
2. The date, as determined by the College, that the student otherwise provided official notification to the College, in writing or verbally, of his or her intent to withdraw.

**Note:** If the student ceases attendance without providing official notification to the College, the midpoint of the payment period or the date that the institution becomes aware that the student ceases attendance will be used as the date of withdrawal.

### Steps for Complete Withdrawal

1. Meet with the a College counselor on the Wallace campus in Dothan or the Coordinator, Student Services on the Sparks campus in Eufaula.
2. Complete all student sections of the form.
3. Obtain your instructor(s) signature.
4. Obtain signatures from the Business Office, Learning Resource Center, and the Financial Aid Office.
5. Return the completed form to your withdrawal counselor.

### Steps for a Partial Withdrawal

1. Complete all student sections of the form.
2. Obtain your instructor(s) signature.
3. Return the completed form to your withdrawal counselor.



# Wallace Community College

Wallace Campus at Dothan, Sparks Campus at Eufaula

## WITHDRAWAL FORM

Campus Location:  Dothan  Eufaula

Type of Withdrawal:  Course  Total

### INSTRUCTIONS:

1. Obtain signatures from **ALL** instructors.
2. All total withdrawals **MUST** obtain signatures from Business Office and Learning Resource Center.
3. Return the completed form to: Wallace Campus—Enrollment Services; Sparks Campus—Student Services (Total withdrawals must be returned to your withdrawal counselor.)

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Date of Withdrawal \_\_\_\_\_ Term of Withdrawal \_\_\_\_\_

### Reason for Withdrawal (check one):

Employed in field/related field     Employed in non-related field     Financial     Other  
 Academic     Illness     Personal  
 Institutional     Transfer     Armed Forces

Signatures: Learning Resources Center \_\_\_\_\_ Business Office \_\_\_\_\_

Are you receiving financial assistance?  Yes  No

If yes, what type

Pell Grant     SEOG     Scholarship  
 VA     WIA     Other

Signature: Financial Aid \_\_\_\_\_

COURSE#	SECTION#	CR HRS	GRADE	LAST DATE ATTENDED	INSTRUCTOR'S SIGNATURE	DATE

**NOTE: A grade of "W" will be assigned as the final grade if the student withdraws before the deadline.**

STUDENT SIGNATURE \_\_\_\_\_

### FOR OFFICE USE ONLY

Type of Withdrawal: \_\_\_\_\_ Official \_\_\_\_\_ Unofficial  
 (Official withdrawals are initiated by the student. Unofficial withdrawals are initiated by the instructor or college official.)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Admissions/Records or College Representative

*If you require any special accommodations under ADA, please let us know.*