



# Northampton Community College

Records Office ♦ 3835 Green Pond Road ♦ Bethlehem, PA 18020 ♦ fax: 610-861-5551

## COURSE WITHDRAWAL FORM

To be used by student who is dropping a course or courses after the refund period. Refer to the academic calendar for refund/withdrawal deadlines for standard courses. Ask the Records Office – Main Campus or Enrollment Office – Monroe Campus for the refund/withdrawal deadlines for non-standard courses.

Student's Name (Last) (First) (Middle) Semester/Year

ID Number Social Security Number

You may withdraw from courses through the 90% point of the semester (or equivalent in courses that run on a non-standard schedule); a grade of "W" will be assigned. Follow these steps:

- Complete the *Course Withdrawal Form*; list all classes from which you would like to withdraw
- Obtain a signature from your advisor \*
- Initial/sign as indicated ►
- Submit the completed form to the Records Office (in person, via mail or fax)

### IMPORTANT NOTE ABOUT FINANCIAL AID ELIGIBILITY:

Current financial aid and/or veteran's benefits, *as well as future financial aid eligibility*, may be adversely affected by course/program withdrawal. You may be required to return funds already received. If you have questions, please refer to the *Academic Progress Policy* on the financial aid web page (<http://www.northampton.edu/Admissions/Financial-Aid/Policies.htm>) or make an appointment to see a Financial Aid Officer.

► Student Initial: \_\_\_\_\_

<u>Course Number</u>	<u>Section Number</u>	<u>Course Title</u>

► Student Signature \_\_\_\_\_

\_\_\_\_\_ Date

Advisor Signature \* \_\_\_\_\_

\_\_\_\_\_ Date

\* I understand that academic support, tutoring, counseling and academic advising services are available to me. At this time, I choose to withdraw from the class(es) above without consulting an advisor.

► Student Initial: \_\_\_\_\_

Records Office Processing  
Initials/Date: \_\_\_\_\_