COURSE WITHDRAWAL FORM

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

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

ID Number

You may withdraw from courses through the 90% point of the semester (or equivalent in courses that run on a non-standard schedule), as outlined in the Schedule Change/Withdrawal Policy (http://catalog.northampton.edu/policies-collegeacademic/withdrawals.htm ). 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://catalog.northampton.edu/Financial-Aid/Federal-Financial-Aid-Academic-Progress-Policy.htm) or make an appointment to see a Financial Aid Officer.

► Student Initial: __________________

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► 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: __________________