

WITHDRAWAL FORM

Students must complete and submit this withdrawal form according to the withdrawal procedures listed in the Athens Technical College Student Handbook and Catalog. **Instructors must assign WP or WF grades after the 61% of the semester.** Failure to formally withdraw from classes may result in a failing grade and may affect your satisfactory academic progress for financial aid purposes. Completed forms should be submitted to the Registration & Records Office on the Athens Campus, The Student Services Office at either the Elbert or Walton campus or the Director's Office at the Greene County Campus.

STUDENT INFORMATION

Name _____ Student ID _____

Date of Birth _____ Semester _____ Program of Study _____

Course Number	Course Title	Instructor Signature	GRADE
			W / WP / WF
			W / WP / WF
			W / WP / WF
			W / WP / WF
			W / WP / WF

YOUR SIGNATURE

If you are receiving financial aid, a financial aid staff member must sign this form because withdrawing from classes affects your financial aid benefits

FINANCIAL AID SIGNATURE/NOTES

Reason for Withdrawing (Check All that Apply)

- Dissatisfied with grades
- Courses too challenging
- Courses not challenging enough
- Quality of Instruction
- Prefer another instructor
- Transportation issues
- Childcare responsibilities
- Family responsibilities
- Medical concerns
- Applied for but did not receive financial aid
- Work schedule changed
- Moved or transferred to a new location
- Other _____

Athens Technical College wants to ensure that you fully understand the impact of withdrawing from one or more of your college courses. Please initial below to indicate the action taken prior to withdrawing.

I have met with my program advisor and/or instructor and understand the impact of withdrawing.

I have consulted with Career Services, Special Populations, Disability Services or Counseling and understand the impact of withdrawing.

I have NOT consulted with my advisor, instructor or Student Support but I understand the impact of withdrawing.

Date Submitted: _____

Entered by: _____