

COWLEY COUNTY COMMUNITY COLLEGE
Complete Withdrawal Form

BEFORE YOU WITHDRAW FROM YOUR CLASSES – STOP...THINK!

- Have you talked to your **INSTRUCTORS** about withdrawing from these classes? Perhaps things are not as bad as they seem.
- If you receive **FINANCIAL AID**, a complete withdraw will make you ineligible for financial aid.
- Are the courses you want to withdraw from going to be offered again when you need them? This can greatly affect your ability to graduate on time.
- Have you tried tutoring? Cowley offers **FREE** tutoring.
- Withdrawing from courses does not remove you responsibility to pay for your courses.
- Are you **WORKING** too many hours? It is likely that by just cutting down your work hours, you will be able to do better in your classes.

Personal Student Information

(All information is required)

Name: _____ Student ID: _____

Address: _____ City, State, Zip: _____

E-Mail: _____ Phone Number: _____

Are you currently receiving Financial Aid? ___ Scholarship ___ Other ___

Are you on a student visa? ___ Yes ___ No (contact international office)

Do you live in campus housing? ___ Yes ___ No (contact housing office)

Do you have textbooks from the Cowley College Bookstore through scholarship or rental? ___ Yes ___ No

Are you involved in a campus Activity or Athletics? ___ Yes ___ No

_____ (Identify the activity/sponsor)

Withdrawal Information

Please indicate your overall level of satisfaction with your experience at Cowley:

Very Satisfied 5 4 3 2 1 Very Dissatisfied

Which of the following **best** describes your reason for withdrawing? (Choose one)

___ low grades ___ work conflict ___ health problems ___ financial problems

___ transportation issue ___ childcare issue ___ dissatisfied with college experience

Comments: _____

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Release of Information

I understand that any outstanding obligation to Cowley County Community College may result in my transcripts and/or other academic records being held until the obligation has been met. I also understand that withdrawal from my courses may impact my eligibility for financial aid in future semesters. **A counseling session by phone or face-to-face with a member of the enrollment management staff is required before a complete withdrawal will be processed.**

Student Signature

Date

The completed form should be returned to one of our admissions locations or emailed admissions@cowley.edu. For our locations and office hours, please go to our website at www.cowley.edu or call 1.800.593.2222

Registrar's Signature

Date

FOR OFFICE USE ONLY

Received by _____ Date _____

Counseled by _____ Date _____

Processed by _____ Date _____