

WITHDRAWAL FROM COX COLLEGE

POLICY AND INSTRUCTIONS

In order to be withdrawn from Cox College and any enrolled courses, a student must complete and submit this form. Not attending courses and/or verbally expressing an intent to withdraw does not automatically withdraw you.

Prior to submitting this form, students should first notify their Advisor and/or Program Chair. Students should also visit with the VA Certifying Official or the Financial Aid Office if receiving VA benefits or Title IV Financial Aid. After withdrawal, students may still be responsible for all existing financial responsibilities such as tuition, fees, and return of Title IV aid funds. (See college catalog and academic calendar deadlines for details.)

If students withdraw from the college prior to a semester start or during the drop/add period, courses will be dropped. Afterwards, courses will be withdrawn with a "W" (Withdrawn) grade through the initial withdrawal period. During the final withdrawal period, courses will be withdrawn with a "WP" (Withdrawn Passing), "WNP" (Withdrawn Non-progressing), or "WF" (Withdrawn Failing) grade submitted by the course instructor(s). **No form received by the Office of the Registrar after 5 PM on the final deadline will be processed.** (See the Academic Calendar for withdrawal deadlines.) **It is the student's responsibility to follow up with his/her advisor and program chair to ensure that the form is submitted to the Registrar by 5 PM on the final deadline. If this form is received after the final withdrawal deadline, the student may be withdrawn after the last day of the current semester.**

If you want to withdraw from the college at the end of a semester after completing your courses, this form will be processed after the last day of the semester. You will need to indicate this below.

Notice: Dismissed students may be administratively withdrawn from the college without their request or required consent.

STUDENT INFORMATION

Name (First, Middle, Last) _____

Phone Number _____ Campus Email Address _____

Major/Degree Program _____

Reason for withdrawal:

- Financial Family Medical
 Dissatisfaction with Cox College Career Path Change

STUDENT SIGNATURE

I understand that my electronic signature carries the same legal weight and authority as my written signature.

Student Signature _____ Date _____ College ID _____

COLLEGE OFFICIAL SIGNATURES

Advisor _____ Chair/Program Director _____

VA Certifying Official _____ Receiving benefits (Yes or No) _____

Financial Aid Official _____ Receiving aid (Yes or No) _____

Bursar _____ Amount student owes \$ _____

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|---|---|
| Date Received/Effective Date of Withdrawal: _____ Withdrawal from Semester: _____ Year: _____ | Registrar/Assistant Registrar Signature: _____ |
| <input type="checkbox"/> Copy of Form submitted to FA, VA, & Bursar <input type="checkbox"/> Collected Student's ID badge? _____ | <input type="checkbox"/> Cemail-Withdrawn sent <input type="checkbox"/> Enter Withdrawal date in NSLDS |