



DROP/WITHDRAWAL FORM

Community College of Vermont

See CCV's Drop/Add and Refund Policies on reverse side.

Student Name _____

Address _____
Last First Middle (please supply)

Social Security Number _____ Student ID Number _____

Phone Number _____ Type: Home Business Cell Pager TTY

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Courses you are dropping:

Course Section Code	Course Title	First Date of Attendance	Last Date of Attendance
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If you are withdrawing from all of your courses this semester, please indicate if you intend to:

- return to CCV. Semester you intend to return _____.
- withdraw permanently from CCV.

Reason for dropping or withdrawing:

- Family Financial Medical Personal Change in work schedule
- Childcare Other (please specify) _____

Are you a financial aid student? Yes No If yes, are you still enrolled in any other CCV courses? Yes No

How many credits? _____ Have you ever received a student loan? Yes No

Did you receive a student loan this semester? Yes No

If you have received a loan while attending CCV and, after this drop, you will leave the college or be enrolled in less than 6 credits, you must attend an exit interview. Please contact your financial aid counselor to set up an appointment.

A course dropped during the official drop/add period (normally before the 3rd weekly meeting) will not appear on a student's academic record. After the official add/drop period and through 60% of the duration of the course (normally the 9th week of classes), the course is listed with a grade of W on the official transcript. After 60% of the duration of a class, the student receives the grade earned at the end of the semester unless a special withdrawal is granted. Students need permission of the academic dean (or designee) to obtain a special withdrawal. Students should speak with an academic advisor to initiate this process.

CCV strongly encourages any student who wishes to drop or withdraw from their courses to consult with an academic advisor and a financial aid counselor (if applicable) to see how dropping or withdrawing will affect their academic status and their current semester's financial aid.

Do you fully understand the academic and financial aid implications of dropping now? Yes No

If no, we highly recommend you speak with the appropriate advisors.

Student Signature _____

Date drop/withdrawl initiated _____

via phone 800# CCV location _____

Financial aid counselor (initials) _____

Academic advisor (initials) _____

For Office Use Only:
<input type="checkbox"/> Form complete?
<input type="checkbox"/> LDA's entered?
Data entered (date) _____
Entered by (initials) _____
Date sent to AR _____

DROP/ADD POLICY

CCV has established guidelines for students who drop or add any courses for which tuition and/or fees are required.

1. The initiation of all drop/add procedures is the responsibility of the student.
2. CCV strongly encourages any student who wishes to drop or add a course to consult with a coordinator of academic services. In addition, financial aid recipients are strongly encouraged to contact a financial aid counselor before making changes.
3. To add a course, a student must complete all necessary forms. After the first class meeting, a student can add a course only with the approval of a coordinator/academic advisor.
4. To drop a course, a student must notify the College of the drop. This may be done by either completing a drop form and submitting it to the college or by notifying the college through the toll-free telephone number. In either case, effective date of the drop is the first date of notification using published procedures.
 - a. A course dropped during the official Add/Drop Period (normally before the 3rd weekly meeting in a regular 15-week semester) will not appear on a student's academic record.
 - b. After the official Add/Drop Period, and through 60% of the duration of the course (normally the 9th week in a 15-week semester), the course is listed with a grade of W on the official transcript.
 - c. After 60% of the duration of a class, the student receives the grade earned at the end of the semester unless a special withdrawal is granted with approval of the academic dean or designee.
5. If a student drops or withdraws from all enrolled courses for a term, the student will be considered as having fully withdrawn from the College. The college reserves the right to administratively withdraw a student who fails to attend all courses for three consecutive weeks. Such action will result in loss or adjustment of a student's financial aid.

REFUND POLICY

The College is committed to fair and equal treatment of its many constituents. Toward that end, tuition refunds will be processed only in accordance with established procedures.

1. The registration fee is not refundable when a student drops a course.
2. Prior to the third class meeting, a student can drop one course and add another of equal value without financial penalty. However, students may not add any class after the first meeting without written permission of the regional director or a designee.
3. If the College cancels a course, students registered for that course will receive a full refund of tuition and fees.
4. To be eligible for a reduction in charges for tuition and/or equipment/lab fee, a student must officially drop the course (see policy above.) The effective date of the drop is the day the form, signed by the student, is received at the CCV office. Refunds will be determined according to the following schedule (*Title IV financial aid recipients are subject to special federal regulations regarding refunds*):

Dropping a Class

A student may be eligible for a refund of tuition and fees when officially dropping a course using either of two methods: 1. Submit a completed drop form. Form is available at any CCV office and is also available for printing at: www.ccv.edu/admissions/registration.html 2. Notify the College by calling the toll-free number (1-888-689-8895) and leaving the requested information in a recorded message. If the College cancels a course, students will receive a full refund of tuition and fees. Otherwise, the registration fee is not refundable. *Refunds will be determined according to the following schedule:*

For a semester-long or weekend course:

<u>Student notification required</u>	<u>Refund</u>
By 11:59 pm on the day before the first class meeting	100%
By 11:59 pm on the day before the second class meeting	80%
By 11:59 pm on the day before the third class meeting	50%
After the start of the third class	None

For a non-credit course, independent study or field experience:

<u>Student notification required</u>	<u>Refund</u>
By 11:59 pm on the day before the first class meeting	100%
After the start of the first class	None

For an online course:

<u>Student notification required</u>	<u>Refund</u>
By 11:59 pm on Friday before the end of the first week of the semester	100%
By 11:59 pm on Friday before the end of the second week of the semester	80%
By 11:59 pm on Friday before the end of the third week of the semester	50%
After the third week of the semester	None

5. When extraordinary circumstances warrant a student's withdrawal from a course(s), a student may request an exception to the refund policy, as per the administrative section of the *Complaint Resolution for Students Policy*. In general, requests for exceptions should be filed not later than 60 days following the withdrawal.