INSTRUCTIONS TO STUDENT:
1. Use this when withdrawing from ONE or ALL courses from the college for this semester.
2. FINAL STEP – Return form to the Office of Student Services for a “date stamp”. Withdrawals will become active on the date of the stamp. Stamps will not be given after the last date to resign!
3. Refunds are calculated on tuition amount ONLY, minus $15.00 per transaction (each form is considered a transaction).

___________________________  ________________
Print Last Name               Print First Name          Social Security Number                Year & Semester

___________________________  ________________
Student Signature             Date

Section I – Course Information

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<th>COURSE</th>
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<td>Department</td>
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Hours Scheduled Before Change   Hours Scheduled After Change

Section II – Library Services – For students withdrawing from ALL courses
Student has no obligations to the Library.
Library Services Signature: ___________________________ Date: __________________

Section III – Financial Aid
Retention requirement for specific programs are as follows:
■ **TOPS Scholarships:**
   You must earn 24 hours or more each academic year (fall/spring).

■ **Federal Aid (Including Pell Grants & Student Loans) and Institutional Scholarships:**
   You must successfully complete at least 75% of the total credit hours attempted at RPCC.
   If you resign prior to completing 60% of the semester, you will be required to re-pay a portion of your awarded funds.

By signing this form, I am attesting to the fact that I am fully aware of the requirements needed to retain my scholarships and/or Pell grant. If I have any questions, I will contact the Office of Financial Aid.

Section IV – Date Stamp
Student has completed the withdrawal process.  □  Survey complete
Received by: ______________________________ Date Stamp: __________________

□ Withdrawing from all courses
INSTRUCTIONS: The staff of RPCC is interested in helping you achieve your educational goals. The decision to withdraw from one or more of your classes is an important one that may have significant implications for your academic progress. To help us assist you, we are asking that you spend a minute or two and complete this survey. Please answer carefully and candidly.

PLEASE CIRCLE ANY OF THE ITEMS BELOW THAT ARE IMPORTANT REASONS FOR WITHDRAWAL REQUEST.

A. Conflicting work commitments
B. Changing program of study
C. Dissatisfaction with grades
D. Unclear career goals
E. Illness
F. Too many missed classes
G. Course not what I expected
H. Insufficient study time
I. Family concerns or commitments
J. Course too difficult
K. Need additional academic preparation
L. Other (please specify) __________________________________________________________________________

PLEASE ANSWER THE FOLLOWING QUESTIONS BY CIRCLING THE APPROPRIATE RESPONSE.

Are you withdrawing from all of your classes? Yes No
Has your educational or career goal changed since you last registered? Yes No
Are you dissatisfied with any part of your experience at RPCC? Yes No
Are you willing to talk to a counselor about your decision? Yes No

Thank you for completing this survey! Your comments are greatly appreciated.