



College Withdrawal Form

Please submit completed form to your Academic Advisor.

Name: _____ Student ID #: _____

Program: _____ Date: _____

Reason for Withdrawal: Health Financial Academic Preparation Employment
 Armed Service Duty Other

Explanation of Withdrawal: _____

Last Date of Attendance: _____

Do you plan to return to GCNYC in a future term: Yes Not sure No

Please check all that apply to you: Have a scholarship/fellowship
 Using state or federal financial aid (including loans) International student

By signing this form, I verify that I will be withdrawing from Glasgow Caledonian New York College and that I have returned any materials and/or electronic devices belonging to GCNYC.

Student Signature: _____ Date Submitted: _____

-----for GCNYC Use Only-----

Director of Academic Engagement Signature:

Print Name: _____ Date: _____

Student Learning Coordinator Signature: _____

Print Name: _____ Date: _____

Provost Signature: _____

Print Name: _____ Date: _____

DAE Next Steps:

-Upload completed form to the Change of Student Circumstance section in the Office of the Registrar SharePoint.

-Update student status in Student Tracking.

-If applicable, notify professors, update rosters and remove from course registration.

-Is this student eligible for any amount of tuition refund? YES NO

*If yes, please notify FNO as soon as possible.

Refunds are based on the following schedule:

- 1) By 5pm on the Friday prior to the first class meeting 100%
- 2) By 5pm on the Friday of the first week of classes 75%
- 3) By 5pm on the Friday of the second week of classes 50%
- 4) By 5pm on the Friday of the third week of classes 25%
- 5) Thereafter 0%