



# Internet Academy Withdrawal Form

- Students who withdraw with a financial obligation must pay this balance to Herkimer County Community College, or their account will be turned over to a collection agency which will add up to 50% in collection charges.
- For an approved “medical withdrawal,” supporting documentation from a physician must be received in the Registrar’s Office before the end of the semester.

Student’s Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 (last) (first) (middle initial)

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Curriculum: \_\_\_\_\_ Date of Last Class Attended: \_\_\_\_\_

Student’s Signature: \_\_\_\_\_

Reason for Withdrawal: \_\_\_\_\_

Counselor’s Signature: \_\_\_\_\_

**You must surrender your College I.D. Card.**

I.D. card Returned:  Yes  No  Other Called Library at \_\_\_\_\_ A.M./P.M.

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**For Office Use Only**

Financial Aid (comments): \_\_\_\_\_

Financial Aid Officer’s Signature: \_\_\_\_\_

Internet Academy : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Bursar’s Office (comments): \_\_\_\_\_

Business Office/Bursar’s Signature: \_\_\_\_\_

Bookstore Clearance (if applicable): \_\_\_\_\_

Registrar (comments): \_\_\_\_\_

Registrar’s Signature: \_\_\_\_\_

Date of Withdrawal: \_\_\_\_\_

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This completed Withdrawal Form must be faxed or mailed to the following fax number or address:

Fax # (315) 866-7253 (Attention – Counseling Center)

Address: HCCC – Counseling Center  
 100 Reservoir Road  
 Herkimer, NY 13350

The last day to withdraw formally from the College and receive W grades is the end of the tenth week of classes or equivalent time period (67%), in the case of a course of shorter duration than a full semester. Students who do not follow this procedure will be carried on the College rolls and will receive failing grades for all courses in which work is not completed. If you have any questions about this process, please call the Counseling Center at (315) 866-0300, ext. 8284 or toll-free in NYS at (888) 464-4222, ext. 8284.