



**Herkimer**  
THE STATE UNIVERSITY OF NEW YORK

# Herkimer College Withdrawal Form

(Please refer to withdrawal policies – attached)

This form is required for students who wish to withdraw during the term from **ALL** courses that they are currently registered. Repeated absence from class does not constitute notice of withdrawal. **Return form to Bursar's Office at address below.**

## Please Print Legibly

Name: \_\_\_\_\_ Student ID: H \_\_\_\_\_

Street (permanent mailing address) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: ( ) - - Cell Phone: ( ) - -

## Reason for Withdrawal

Please select any applicable reasons for withdrawing from your classes

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> A) Need time off to work             | <input type="checkbox"/> F) Program too difficult                 | <input type="checkbox"/> K) Want to be closer to home  |
| <input type="checkbox"/> B) Did not qualify for financial aid | <input type="checkbox"/> G) Lack of academic support              | <input type="checkbox"/> L) Military Deployment        |
| <input type="checkbox"/> C) Family financial problems         | <input type="checkbox"/> H) Problems require me to return home    | <input type="checkbox"/> M) Medical reasons – personal |
| <input type="checkbox"/> D) Classes conflict with work        | <input type="checkbox"/> I) Transportation problems               | <input type="checkbox"/> N) Medical reasons - family   |
| <input type="checkbox"/> E) Roommate problems                 | <input type="checkbox"/> J) Transferring (specify college below): | <input type="checkbox"/> O) Other (Specify below)      |

\_\_\_\_\_  
Transfer college name Reason for withdrawal

Additional comments or reason(s) for leaving:

\_\_\_\_\_

Did you live in campus housing (circle one)? YES NO

Were you eligible for financial aid (circle one)? YES NO

What was your last date of attendance? \_\_\_\_\_

## Student Certification

- I have read the attached policies regarding withdrawal from classes and I understand that if I withdraw from classes and I do not attend over 60% of classes for the semester, my financial aid will be adjusted based on my last date of my attendance.
- I understand that if my financial aid awards are reduced, I may owe a balance to Herkimer County Community College, and this balance is due immediately. I understand that if I fail to pay this balance to the college, or make a suitable payment arrangement to pay my balance, my account will be referred to a collection agency. I will be responsible for the amount due to the college and accept all collection fees added by the agency.
- I understand that a hold will be placed on my account at the time of withdrawal which will prevent release of transcripts (official and unofficial) and future registration at Herkimer College. The hold will remain until it is determined that all of my financial obligations (including tuition, fees, housing, library fines, athletic equipment, meal plans, etc) have been satisfied.

Student Signature \_\_\_\_\_ Today's date: \_\_\_\_\_

Herkimer County Community College | Bursar's Office | 100 Reservoir Rd | Herkimer, NY 13350  
Phone (315) 866 -0300 ext 8315 | Fax (315) 866-5497 | Email: bursar@herkimer.edu

**Office Use Only**

**Withdrawal Process Date:** \_\_\_\_\_

**Bursar's Office comments**

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*Bursar's Office Signature* \_\_\_\_\_

**Financial Aid Office comments**

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*Financial Aid Signature* \_\_\_\_\_

**Housing Office comments**

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*Housing Office Signature* \_\_\_\_\_

**Registrar's Office comments**

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*Registrar's Office Signature* \_\_\_\_\_

**Medical Withdrawal Only**

Supporting Documentation Received (circle one)      YES                  NO

Comments/Notes

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Medical withdrawal approved? (circle one)      YES                  NO

*Provost Signature* \_\_\_\_\_

# Herkimer College Withdrawal Policies

Students wishing to withdraw from **ALL** of their classes at Herkimer College during the semester must follow the formal withdrawal procedure.

## Procedure to withdraw from classes

- a) Obtain the Herkimer College Withdrawal Form from the Bursar's Office or Registrar's Office.
- b) Complete, sign, and return the withdrawal form to the Bursar's Office.
- c) You will be referred to all relevant offices for required signatures and receive appropriate counseling from those offices.
- d) The Registrar will certify the Withdrawal Form. The official date of withdrawal will be the date which the Registrar certifies the form.

Students who do not follow this procedure remain enrolled and will receive failing grades for all courses in which work is not completed. Mere absence from the class does not constitute withdrawal. Unless you officially withdraw from the College, you will be appropriately graded by your instructors, normally an "F".

The last day to formally withdraw from the College and receive "W" grades is the end of the tenth week of classes, or the equivalent time period (67%), in the case of a course of shorter duration than a full semester.

No partial refund of tuition and fees can be made until a student has officially completed the withdrawal procedure and the withdrawal has been certified by the Registrar.

A hold will be placed on the student records until the College determines that all student financial obligations have been met. Students receiving federal and/or state financial aid may be subject to reductions in financial aid based upon the last date of attendance and adjusted tuition amounts (when appropriate). See below for more information on the effects of withdrawing from college on your financial aid and for information regarding refunds of tuition.

## Medical Withdrawals

A medical withdrawal is a withdrawal that may be granted based upon a substantiated medical concern for a registered student or their family member. Herkimer College makes every effort to accommodate requests for a medical withdrawal; however, submission of medical documentation does not guarantee approval.

Students seeking a medical withdrawal for either a medical or psychological concern must provide written medical documentation from the treating licensed healthcare professional as soon as the concern is identified. Documentation should be submitted to the Registrar, must be legible, on original letterhead and must include:

- Medical/Psychological diagnosis
- Date(s) of treatment including onset
- Treatment Plan (current and ongoing) including medication, referrals, etc.
- Opinion as to the student's ability to successfully return to college related activities: academic work, residential life (if applicable), etc.
- Date and signature of the licensed healthcare professional

The medical documentation will be reviewed and a decision to either support or deny the medical withdrawal will be provided to the Registrar and student.

All medical documentation is confidential and will only be shared with the student's written permission. The medical documentation will be retained in the Dean of Students' office.

The Academic Standards and Regulations guidelines will not be applied to any student who has formally withdrawn for a certified medical reason. However, students who are approved for a medical withdrawal are still liable for incurred charges and may be subject to reductions in financial aid based upon their last date of attendance.

### **Students Residing in On-Campus Housing**

Students living on-campus who withdraw from the college must submit a HCCC Housing Corporation Application for Early Release. Students must remove all personal belongings from the apartment, and vacate premises no later than midnight of the date on which the withdrawal becomes effective. For regulations governing refunds and deposits please refer to your HCCC Housing Corporation Student Housing Contract.

### **Financial Implications of Withdrawal**

The Bursar's Office will review your withdrawal form, and when necessary contact faculty to determine your last date of attendance in all of your courses. Determination will be made of the amount of tuition and fees you incur. If you have a meal plan, the refund policy for the plan will follow the college's tuition refund policy below. The Housing Corporation will determine your liability for charges based upon the last date you reside in housing and in accordance with your Herkimer Residence Life Contract.

#### **Refund Policy**

##### **Fall and Spring Semesters (15 week duration)**

- 100% of tuition and applicable fees prior to the first day of classes
- 75% of tuition and applicable fees during the first full week in which classes are held
- 50% of tuition and applicable fees during the second full week in which classes are held
- 25% of tuition and applicable fees during the third full week in which classes are held

NO REFUNDS will be issued after the beginning of the fourth full week in which classes are held.

NO REFUNDS will be made without a formal withdrawal.

NO REFUNDS will be made on late registration fees.

##### **Winter Intersession (2 week duration)**

- 100% of tuition and applicable fees prior to the first day of classes
- 25% of tuition and applicable fees on the first day of classes
- 0% of tuition and applicable fees after the first day of classes

##### **Summer Intersession**

Refer to the college website or contact the Bursar's Office. Refund schedule is dependent upon the duration of the class you register.

## **Effect of Withdrawal upon Federal and State Financial Aid**

All students receiving Title IV federal financial aid are subject to the "Treatment of Title IV Funds Policy" if the student withdraws officially or unofficially before attending over 60% of classes in a term. Federal financial aid (including federal student loans) that is unearned based on attendance must be returned to the federal government.

Students receiving New York State financial aid may be subject to a reduction in their awards based upon the amount of tuition they incur. Additionally, your withdrawal from this semester may render you ineligible for federal and/or state financial aid in future semester(s).

If the portion of financial aid Herkimer College is allowed to utilize is not sufficient to cover charges incurred by the student, the College will notify the student of the debt in writing and the debt is payable to the College on demand. It is the student's responsibility to ensure the College has a valid mailing address to contact the student regarding potential financial obligations. The College will refer delinquent accounts to a collection agency if:

- The account is not paid in full by the due date on the bill and letter that is sent to the student
- The student does not enter a formal payment arrangement with the College to satisfy the debt  
Or
- The College is unable to contact the student by mail

The student will be responsible for the debt incurred at the College plus all collection fees assessed by the collection agency.

Herkimer College will report students' last date of attendance who officially or unofficially withdraw from the College to the National Student Loan Data System (NSLDS). Students with federal student loans who have not already used their grace period will go into repayment 6 months after the student's last date of attendance.

Your withdrawal may affect your eligibility for further federal financial aid based on the College's Standards of Satisfactory Academic Progress. Your eligibility for state financial aid is determined by New York State's Standards of Academic Progress. Please refer to the College Catalog (available at [www.herkimer.edu](http://www.herkimer.edu)) for further information, or contact the Financial Aid Office to discuss your aid eligibility.