

Herkimer College Withdrawal Form

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 the Student Accounts Office at address below.**

(Please refer to withdrawal policies – attached)

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) |

Additional comments or reason(s) for leaving: _____
Transfer college name _____
Reason for withdrawal _____

Do 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? _____

If online class(es), enter your last date of actual participation below. Only logging in to your class does not constitute participation.

**STUDENT CERTIFICATION
(READ CAREFULLY AND SIGN BELOW)**

- I have read the attached policies regarding withdrawal from classes.
- 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 upon my last date of attendance.
- I understand that if my financial aid awards are reduced or cancelled, I may owe a balance to Herkimer County Community, and this balance is due immediately. I understand that if I fail to pay this balance to the college, or to 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 responsibility to pay all collection fees charged by the collection agency.
- I understand that a hold will be placed on my account at the time of withdrawal that may prevent release of transcripts and further registration for classes 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.
- I reviewed Herkimer County Community College's refund schedule, and understand that my charges will be based upon my actual dates of attendance,

Student Signature _____ **Today's Date:** _____

OFFICE USE ONLY

Withdrawal Process Date: _____

Student Accounts Office Comments

Student Accounts Office Signature

Financial Aid Office Comments

Financial Aid Office Signature

Housing Office Comments

Housing Office Signature

Registrar's Office Comments

Registrar's Office Signature

Medical Withdrawal Only

Supporting Documentation Received? (circle one) YES NO

Comments / Notes

Medical Withdrawal Approved? (circle one) YES NO

Provost Signature _____

Dean of Students Signature _____

Withdrawing from College - What you need to know

Herkimer College Withdrawal Policies

Students wishing to withdrawal 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 Student Accounts Office or Registrar's Office or download the form [here](#).
- b) Complete, sign, and return the withdrawal form to the Student Accounts 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.
- e) Your withdrawal form will be reviewed by the Student Accounts Office, and Registrar's Office. Once the withdrawal is processed, the Student Account's Office receives notification and begins the process of Return of Title IV funds. You will receive a letter from the Student Accounts Office which will notify you of the impact of the Title IV Recalculation. You are required to follow up with the Student Accounts Office to make sure any balance due to Herkimer College is paid so that future registration is not slowed down, late fees do not accrue on your account, and to prevent your account from being referred to a collection agency.

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 Satisfactory Academic Progress guidelines will not be applied academically to any student who has been approved to formally withdraw 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 may also be subject to a loss of financial aid for subsequent semesters. The Satisfactory Academic Progress guidelines will still apply to students financial aid eligibility, even if they are approved to formally withdraw for a certified medical condition.

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.

If you're thinking about withdrawing, it's important to know all the facts and consider options like academic support services to help you successfully complete the semester. Reach out – we can help!

Below are some facts you should know before you withdraw completely from Herkimer College.

Things to Know About Withdrawing

Withdrawing from college is the dropping of all of your classes for a semester. The last day to withdraw from full term classes is determined by the college registrar and is published in the academic calendar.

Withdrawing from college can impact your financial aid. Students receiving federal financial aid (Title IV Financial Aid), which includes Pell Grants, Supplemental Education Opportunity Grant (SEOG), Subsidized and Unsubsidized Direct Student Loans, or PLUS (parent) loans are required to attend past the 60% point in the term. For a standard 15 week term, this corresponds to attending up until just prior to the last date to withdraw for a semester. It is important that students are actually attending classes to earn 100% of their financial aid. Being on campus participating in non-academic activities does not constitute attendance.

Establishing Last Date of Attendance for Withdrawals

The College uses the last day of a recorded academic related activity when available to establish a withdrawal date.

Academic attendance” and “attendance at an academically-related activity” include, but are not limited to:

- Physically attending a class with direct interaction
 - Academic assignment submission
 - Taking an exam, interactive tutorial, or a computer-based instruction
 - Attending a school-assigned study group
 - Participating in an online discussion that is academically-related
 - Interacting online with faculty about subject matter or to ask course-related questions
- An academically-related activity DOES NOT include:
- Living in institutionally provided housing or participating in the meal plan
 - Logging into an online course without active participation
 - Participating in academic counseling or advisement

Refunds of Tuition and Fees

Depending upon the date that you withdraw from college, and your last date of attendance, you may be eligible for a refund of all or a portion of your tuition and fees. Herkimer College's refund policy follows the Codes, Rules, and Regulations of the State of New York with regards to the administration and operation of community colleges (8 CRR-NY 602.11). For full term classes, students who officially withdraw from the College incur tuition liability as follows:

Last Date of Attendance	Liability	Refund
Prior to first day	0	0
During first week	25%	75%
During second week	50%	50%
During third week	75%	25%
After third week	100%	0

Return of Title IV Financial Aid Policy

So You Are Thinking About Withdrawing...

Here are some facts you should know before you withdraw completely from Herkimer College:

Depending on the date that you withdraw, you could be charged all or a percentage of your tuition, fees, room and board. Depending on what type of financial aid you receive, your aid may be reduced based upon your last date of attendance. If you receive funding through the federal government programs known as Direct Student Loans, Direct PLUS Loans, Pell Grants, and Supplemental Education Opportunity Grants and you withdraw completely from Herkimer College before attending over 60% of the semester's classes, your awards are subject to Return of Title IV Financial Aid.

Important! First-time, first-year students must attend at least 30 days in order to be eligible for a federal Direct Student Loan. The college must cancel / return any student loan for first-time, first-year students who attend less than 30 days.

What is Return of Title IV?

As part of Higher Education Amendments of 1998, Congress passed provisions governing what MUST happen to a student's Federal financial aid if he/she is to completely withdraw from college. In general, the policy states that a student "earns" Federal financial aid awards directly in proportion to the number of days the student attends classes. If a student completely withdraws from school during a term, the school must calculate the portion of the total Federal financial aid the student has earned up until the date of withdrawal. The calculation is based on the number of days the student attends minus any divided by the total number of days in the semester. If the College receives more aid than the student earns, the unearned excess funds must be returned to the source from which they came.

The College is required to perform a Return of Title IV Funds calculation for all who withdraw from the College within a payment period, including those who complete over 60% of the term.

If, after returning unearned financial aid, there is insufficient financial aid to cover your charges, you will owe a balance to Herkimer College.

The College has 30 days to perform the Return of Title IV calculation from the date that they are notified you withdrew, and are required to return any unearned aid no later than 45 days from the date the college determines that the student withdrew.

The College follows the Department of Education's order of return of Title IV funds to the programs from which the student earned aid. Unearned federal aid is returned in the following order:

1. Unsubsidized Direct Student Loans
2. Subsidized Direct Student Loans
3. Direct PLUS Parent Loans
4. Federal Pell Grant
5. SEOG

If this student withdraws prior to a loan the parent or student earns is disbursed, the college must receive written permission from the borrower prior to disbursing the loan to the student's account. The school will send a request for a post withdrawal disbursement of a student/parent loan that the student must return within 14 days for the school to disburse the loan.

Example of Post-Withdrawal Disbursement of a Student Loan

Consider Owen Bigbucks, a brilliant, but financially strapped student at Herkimer College, who withdraws from the college after attending 31 days. At this point, Owen has not yet completed over 60% of the term and will therefore be subject to a Return of Title IV Funds calculation. Owen is not eligible for a Pell Grant or SEOG, and accepted a subsidized Direct Student Loan to help pay his tuition and fees. As of the 31st day of classes, Owen's loan was not yet disbursed to the college.

The College performs the calculation to find that as of this date, Owen earned 22% of his subsidized Direct Student Loan. The College must then send an Authorization for a Post Withdrawal Disbursement of a Student Loan to Owen for his permission to disburse the student loan to his account to help pay for Owen's charges. Owen will have 14 calendar days to return the authorization form. If Owen does not return the authorization to the College, the College cannot disburse the student loan, and Owen will be responsible to pay 100% of the tuition and fees out of his own pocket.

What about Future Financial Aid Eligibility?

State Aid

If you were eligible for state aid (TAP, Part time Tap, or APTS) before withdrawing, you may still receive that funding for this semester. Your TAP award will be based on your tuition charge. Students who withdraw will lose their eligibility for a state award for the following semester. New York State requires that a student make academic progress towards a degree in each term for which an award is received. If you withdraw, you do not make academic progress.

Federal Financial Aid

You may also lose eligibility for federal financial aid for the following semester you are enrolled because of not making satisfactory academic progress during the term for which the aid was received.

Loan Repayment

Your federal Direct Student Loans will go into repayment status in six months from your withdrawal date, unless you have already used up your grace period. If you have already used the grace period, repayment will begin immediately.

Refunds

If you were issued a financial aid overage check (refund) from the College prior to withdrawing, it is very possible that you will have to return some or all of that refund once the Title IV recalculation is completed. Above all, if you have questions about your financial aid status and are thinking about withdrawing, please stop by or contact the Student Account's Office BEFORE you withdraw.