

# COURSE WITHDRAWAL FORM

Name \_\_\_\_\_ ID# \_\_\_\_\_ Semester \_\_\_\_\_

Not staying full time (attempting less than 12 credits in a semester – 9 for graduate students) may affect financial aid. It is the student's responsibility to be aware of the implications this withdrawal may have on eligibility for various types of financial aid.

**Complete and return this form to the Registrar's Office no later than the deadline date.** Consult the academic calendar, available on the web, for the deadline.

**Important Notice for International Students:** You are required by U.S. Government regulations to inform a Designated School Official PRIOR to dropping below full time status (12 credits for undergraduates, 9 credits for graduates). Failure to do so may jeopardize your current visa status and/or your ability to obtain a U.S. visa in the future. Please contact the Office of International Program and Services ([international@purchase.edu](mailto:international@purchase.edu) or 914-251-6032) before submitting this form.

***I WOULD LIKE TO WITHDRAW FROM THE FOLLOWING COURSE(S):***

**CRN#**

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\_\_\_\_\_

Course Title

\_\_\_\_\_

Date

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\_\_\_\_\_

Course Title

\_\_\_\_\_

Date

<p><b>Your signature is required.</b> In signing this you are confirming that you are aware of how this may impact your eligibility for financial aid.</p> <p>_____</p> <p>Student Signature      Date</p>	<p>You are <b>required</b> to confirm the number of credits you will be taking after this withdrawal is processed.</p> <p><b>I will still be taking ____ credits after this withdrawal is processed.</b></p>
<p><b><i>For students going from full time to part time status:</i></b> The student has met with a financial aid advisor and has been made aware of possible changes in their financial aid eligibility and any potential charges they may incur on their semester bill.</p> <p>_____</p> <p>Financial Aid Adv.      Date</p>	<p><b><u>Athletes</u></b> must have this form signed by the Athletic Director or designee:</p> <p>_____</p> <p>Athletic Director      Date</p>

**Check your grades on myHeliotrope to verify that the W grade has been processed.**