

# Withdraw Form



## Student Information

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Year Term: \_\_\_\_\_  
Last First MI  
Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Street Apt #  
City State Zip  
Cell/Work Phone: \_\_\_\_\_  
Program: \_\_\_\_\_

## Withdrawal Courses

Partial Withdrawal

Total Withdrawal

Subject	Course #	Section #	Course ID#	Course Name	Credit	Faculty Signature

**Withdrawal:** If this is a partial Withdrawal, **tuition/fees are not adjusted**. For a total Withdrawal, see the PTC student handbook for the tuition refund procedure. Withdrawal forms must be submitted to the Admissions Office after completion of appropriate signatures. **It is the student's responsibility to check his or her online schedule to verify that the Withdraw is complete. Students must complete at least 67 percent of courses attempted each term to maintain satisfactory progress. Dropping/Withdrawing from a course may affect financial aid awards, and in some cases, financial aid may need to be returned.**

## Reasons for Withdrawing

Please check the appropriate box ( select all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Transfer to another college | <input type="checkbox"/> Employment schedule             |
| <input type="checkbox"/> Course schedule issues      | <input type="checkbox"/> Program change                  |
| <input type="checkbox"/> Health issues               | <input type="checkbox"/> Relationship with faculty/staff |
| <input type="checkbox"/> Personal issues             | <input type="checkbox"/> School commitment expectations  |
| <input type="checkbox"/> Transportation issues       | <input type="checkbox"/> Other (please explain): _____   |
| <input type="checkbox"/> Employment attained         | _____  |

Please explain more about your reason(s) for Withdrawing: \_\_\_\_\_

## Signatures

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Signature of Counselor, Disabilities Services Director, Dean of Student Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Effective Date for Withdraw

 800.521.7463/  
320.629.5100

 [www.pinetech.edu](http://www.pinetech.edu)

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A MEMBER OF THE  
MINNESOTA STATE COLLEGES  
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