



# Course Withdrawal Form

Student Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

All course withdrawals must be submitted on a withdrawal form. The course withdrawal deadline is prior to 75% of the course duration. The course withdrawal form must be **received** in the Welcome Center by 4:00 p.m. on or before the course withdrawal deadline. A grade of “W” will appear on the transcript. Failure to submit a withdrawal form by the deadline will result in a final grade as determined by the grading policy of the course.

Withdrawing from one or more courses may affect your full-time/part-time status and may affect your program eligibility, financial aid status, verification for insurance, your progress toward graduation, and/or other types of funding. We **strongly** encourage you to consult with your instructor, the Financial Aid Office, and your academic advisor **before** withdrawing from your course(s).

### Refunds:

- 100% refund if withdrawal is received prior to the first scheduled meeting date of the course
- 80% refund if withdrawal is received before 10% of the course’s total hours of instruction have been conducted
- 60% refund if withdrawal is received after 10% but before 20% of the course’s total hours of instruction have been conducted
- 0% if withdrawal is received after 20% of the course’s total hours of instruction have been conducted

Class #	Course Title	Instructor	Credits	End Date of Course	Reason for Withdrawal

Are you a Youth Options student?  Yes  No

Have you discussed this withdrawal with the instructor(s)?  Yes  No Have you discussed this withdrawal with your academic advisor?  Yes  No

Have you received Financial Aid, Veteran’s or other military based benefits?  Yes  No

If yes, have you discussed this withdrawal with Financial Aid?  Yes  No

Did you attend any of the class sessions?  No  Yes: Date of Last Attendance \_\_\_\_\_

By signing below you agree to the policy and procedures of this withdrawal.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**Return** this completed form to Nicolet College’s Welcome Center (UTC 210), or mail to: Nicolet College Welcome Center, PO Box 518, Rhinelander, WI 54501. Fax to 715.365.4901 or email to [classes@nicoletcollege.edu](mailto:classes@nicoletcollege.edu)