

# NOTICE OF WITHDRAWAL

Name: \_\_\_\_\_  
First Last Student Number

Department	Course Number	Section Number

Credit Hours <b>Before</b> Adjustment _____ <b>After</b> Adjustment _____
EFFECTIVE DATE OF CHANGE _____ Month/Day/Year

Was this change made during the College's Drop/Add period? \_\_\_\_\_ No \_\_\_\_\_ Yes

If you answered "No," please complete VA form, 21-4138, "Statement in Support of Claim"

The **first withdrawal** from a course or courses totaling not **more than 6 semester** hours or equivalent will not need an explanation. However, the withdrawal must be reported.

Mitigating circumstances are unanticipated and unavoidable events or situations beyond a student's control that prevent him or her from completing a course with a creditable grade.

### EXAMPLES OF MITIGATING CIRCUMSTANCES:

- A. A serious injury or illness afflicting the student during the enrollment period.
- B. A serious illness or death in the student's immediate family.
- C. Unforeseen family or financial obligations requiring a change in the terms, hours, or place of the student's employment, and precluding further pursuit or successful completion of a course.
- D. Discontinuance of the course by the school.
- E. Unanticipated active military duty including active duty for training.
- F. An unavoidable geographical transfer resulting from the student's employment.
- G. An unavoidable change in the student's conditions of employment.

**I understand that if I withdraw from a course after the College's Drop/Add period, and receive a non-punitive grade (W) and circumstances do not comply with VA regulations, I will be required to return all the money paid to me by VA for pursuit of that course from the start of the term.**

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

\_\_\_\_\_  
Date