

## Withdrawal from the College



All students officially withdrawing from the College must complete a “Withdraw from College” form. With the exception of Transient and Non-Degree Seeking, all students are required to meet with a Financial Aid counselor prior to submitting the form to TC Central. If at the Anderson or Easley Campuses, students may submit the form to the reception desk.

Student who have not withdrawn prior to the “last day to withdraw” deadline, as indicated on the Enrollment & Academic Calendar, will receive the final course grade calculated as stated in the course syllabus.

A student’s federal financial aid eligibility must be recalculated for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60% of a semester. Federal financial aid includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Loans. Federal financial aid must be returned to the federal government based on the percent of unearned aid (based on the last day of class attendance/completed assignment). A student who does not complete at least 60% of a semester may owe a repayment to the College and/or the federal government for the amount of unearned federal financial aid based on the length of time the student was enrolled. Immediate repayment may be required.

A student who owes the College may not be permitted to register for a subsequent term or obtain an official academic transcript until the debt is paid. Payment should be made to the Business Office. A student who owes the federal government will be turned over to the U.S. Department of Education for repayment. This date must be paid in full before federal or state financial aid eligibility is restored.

Questions? Contact the Registrar's Office/Student Data Center:

864-646-8282 Opt 1 or [registrar@tctc.edu](mailto:registrar@tctc.edu)

## Withdraw From College

This form is to be used by a student to officially withdraw from the College for the current term\*. A signature from a Financial Aid Counselor is required prior to submitting this form to TC Central, Ruby Hicks 130.

\*Courses that have previously been graded will retain the original grade.

Last Name First Name Middle Name

Student ID:

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Year

Semester (Check One)

2	0		
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The reason for my withdrawal is: (check where appropriate)

- |  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> Transfer to another college                   | <input type="checkbox"/> Military |
| <input type="checkbox"/> Personal finances, unrelated to financial aid | <input type="checkbox"/> Health   |
| <input type="checkbox"/> Dissatisfaction with College                  | <input type="checkbox"/> Personal |
| <input type="checkbox"/> Dissatisfaction with Program                  | <input type="checkbox"/> Other    |

By signing this form I understand that my withdrawal from the College may result in the following:

- I may not be eligible for any financial aid next semester
- My financial aid may be subject to adjustment this semester. This may result in my owing money to the College.

Student's Signature

Date

Financial Aid Counselor's Signature

Date

**Note: If transient or non-degree seeking, then a Financial Aid signature is not required.**

03/21

**Registrar's Office/Student Data Center Use Only**

Date Keyed: \_\_\_\_\_

Initials: \_\_\_\_\_