



## Notification of Full Withdrawal Office of the Registrar

**Note: To be in compliance with Federal regulations, this completed form MUST be submitted to the Registrar's Office within 7 days of notification by the student.**

Prior to official withdrawal from WJC, students are required to meet with their Department Chair for an exit interview. The Department Chair must sign this form prior to submission to the Registrar's Office as written notice of withdrawal. Students who withdraw from WJC are eligible to receive a tuition refund based on the date this form is received by the Registrar's Office and in accordance with the posted refund schedule. First year students who withdraw during the first semester will forfeit the admissions deposit. **Please refer to the Withdrawal & Refund policies posted on the WJC website prior to completing this form.**

*Financial Aid recipients should contact the Financial Aid Office prior to withdrawing. The Veterans School Certifying Official is required to update Veterans Affairs with any changes to a student's school status; this may affect benefits.*

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

Current Address \_\_\_\_\_  
*Street City State Zip*

Personal email \_\_\_\_\_

Reason for withdrawal:      Military      Medical      Personal      Not Returning

Comments:

**Student access to WJC services, including, but not limited to: email, Student Portal, Moodle, advisor, faculty, and library will be restricted effective the date of notification of withdrawal, unless otherwise requested – and approved.**

\_\_\_\_\_  
*Student signature* \_\_\_\_\_  
*Date*  
**To be completed by Academic Department:**

Last date of attendance at an academic-related activity: \_\_\_\_\_  Must reapply to return  
*required for withdrawals during a semester/term*

\_\_\_\_\_  
*Department chair* \_\_\_\_\_  
*Date*

**To be completed by Registrar's Office:**      Official date of withdrawal: \_\_\_\_\_

**Submit to Registrar's Office**