

**Official Course Withdrawal**  
After the Tenth Week of Classes

*appointment with an  
advisor/counselor*

*official withdrawal form*

*supporting documentation*

**Withdrawing from  
a course can have  
serious  
consequences.**

Are you a student who:

- receives financial aid
- lives in the Brookdale  
Residence Hall
- participates in a varsity  
or junior varsity sport
- must maintain F-1/J-1  
full-time status

regulations

Any Hunter student who wishes to withdraw officially from a course or from the College must meet with an advisor/counselor in the Office of Student Services (1119 East Building) and present the following materials:

**1. Hunter College Withdrawal Form**

The form must be obtained from the Office of Student Services (1119 East Building). The completed form must be submitted to the advisor/counselor during the scheduled appointment.

**2. supporting documentation**

*In all cases, appropriate supporting documentation is required.*

medical

An appropriate form of documentation is a physician's or healthcare provider's statement, written on official letterhead, that includes information about the specific problem, dates of illness, and recommendation.

personal emergency

Appropriate forms of documentation include a statement from the student's employer, written on official letterhead, explaining a change in work hours, the date the hours changed; or a letter, written on official letterhead, from a physician or healthcare provider describing a family illness, etc.

A decision will be made based upon the documentation presented. Do not assume that an official withdrawal will be granted automatically.

**Students are advised to refer to the financial aid information on the reverse side of this page prior to withdrawing from courses after the third week of classes.**

**Financial Aid Information for Student Withdrawing from Courses  
After the Third Week of Class**

*If you are changing your enrollment status, your financial aid will be affected as follows:*

**PELL**

Your Pell award is based on your FEC, the cost of attendance at Hunter, and the number of credits for which you are enrolled. Awards will be adjusted accordingly.

**TAP**

If you originally enrolled for **12 credits** and changed your enrollment status to less than 12 credits after the end of the refund period, you will be eligible for that portion of your TAP that covers your tuition. However, you will have used up one semester of eligibility.

**SEEK**

You must maintain at least **6 credits** to be eligible for SEEK. SEEK students may only drop below full-time with the written permission of the SEEK department, which must be attached to this form.

**FEDERAL DIRECT STUDENT LOAN**

If you drop below 6 credits, you are not entitled to the funds even if you have an outstanding balance owed to the college. With 6 credits or more, you are still eligible for the monies. However, you may go into repayment if you have used your grace period. An exit interview may be necessary.

*If you withdraw completely from classes, your aid will be affected as follows:*

**PELL**

Federal regulations require partial payment of funds received by a student who withdraws during the semester. The amount of repayment is directly related to the date you stop attending classes. Funds granted for the period following the last date of attendance must be returned to the Federal Government. You will receive a pro-rated portion of your Pell award to cover the period you actually attended classes. Students who withdraw completely prior to picking up their Pell checks will be unable to receive any funds other than those funds used for tuition (not covered by TAP).

**TAP**

If you withdraw you will forfeit your next TAP payment. If you want to enroll next semester, you must pay tuition with funds other than TAP. Students may be eligible for a one-time waiver.

**SEEK and/or FPERKINS**

You will become ineligible for any funds as of the date you withdraw.

**FWS**

You must stop working the day you withdraw, and you will be paid only for the hours worked up to your official withdrawal date.

**FEDERAL DIRECT STUDENT LOAN**

If you drop below **6 credits**, you may go into immediate repayment of your FFELP, if you have used up your grace period. A grace period is usually a 6 month period of time that you do not have to make any payments. An exit interview is required.

If a student has an outstanding monetary liability for Federal Financial Aid funds received, it must be repaid as soon as possible. A STOP will be placed on all academic and financial aid records, until payment is made in full. Failure to respond to this matter in a timely fashion will result in the placement of the student's account with a collection agency.

**To the Student:** After reviewing this information, please print and sign your name and date this page.

*I have read and understood the above consequences of withdrawing after the third week of class.*

student name (Please print.)

student signature

date