Official Course Withdrawal
After the Tenth Week of Classes

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.

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

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 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