

Withdrawals, whether official or unofficial, partial or total, will impact you in several ways.

This pamphlet outlines the areas to consider, in addition to your personal reasons, when deciding if a withdrawal is the best course of action.

Withdrawals might affect:

- Tuition and fees
- Academic standing
- Satisfactory completion rate
- Financial aid award
- Health insurance coverage
- VA benefits
- Length of time it will take you to complete your academic program.

## Contacts

Advisement and Counseling Services

G208

508 678 2811, extension 2227

Connections Center

G205

508 678 2811, extension 2760

Financial Aid Office

G110

508 678 2811, extension 2513

Admissions Office

G110

508 678 2811, extension 2513

Student Accounts Office

G110

508 678 2811, extension 2161

### Equal Opportunity

Bristol Community College does not discriminate on the basis of race, color, national origin, sexual orientation, gender, age or handicap in admission, access, or treatment of its programs and activities.

# Withdrawal

and its impact on

## Financial Aid

## Tuition and Fees

## Academic Standing

## Re-admission

**BCC**  
BRISTOL COMMUNITY COLLEGE

## Official Withdrawal Process

### Partial Withdrawal

To withdraw from an individual class and remain enrolled in other classes, you can complete the course withdrawal form available at the Enrollment Center or the Advisement and Counseling Services Office.

### Total Withdrawal

If you plan to withdraw from all classes, it is recommended that you arrange an exit interview with a counselor. Contact the Advisement and Counseling Services Office or the Enrollment Center.

### Re-Admission

An admissions application is needed if you have not attended BCC for a period of time.

- If you are in good standing and return after three semesters of no academic progress, you will remain in your program of study and re-admission is not required.  
Exception: Students in competitive programs of study must reapply after any break in attendance.
- If you return after four semesters of no academic progress, you must reapply through the Admissions Office.

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## Impact on Financial Aid Award

### Total Withdrawal

For financial aid purposes, the withdrawal date is the earliest of either the last attendance date or the official withdrawal date.

**New:** Students enrolled in modules\* who do not successfully complete at least one class in each enrolled module are also considered to have withdrawn.

- Official withdrawal within the drop period (the first two weeks of the traditional semester) will result in cancellation of all financial aid. Tuition and fee charges will be cancelled, except \$37.
- Official withdrawal after the drop period and up through the 60 percent point of the semester will result in financial aid reduction based on the percentage of time you attended the semester. For example, if you withdraw at the 42 percent point of the semester, the financial aid will be reduced to 42 percent of the original award. In most cases, charges are not reduced.
- Official withdrawal after the 60 percent point will result in no repayment of financial aid funds already disbursed.
- Unofficial withdrawals occur when only non-passing grades are received. Financial aid is reduced using the last documented attendance date or the 50 percent point of the semester. For example, if you receive any combination of *W*, *U*, *F*, *L*, *N* grades, your award will be reduced.

\*A student is considered to be enrolled in modules if any of their registered classes do not span the entire length of the traditional semester.

## Impact on Charges and Academic Standing

### Tuition and Fee Charges

- Official withdrawal during the first two weeks of class\*, will result in a 100 percent refund of tuition and fees, less the \$37 non-refundable fee.
- Official withdrawal during the third week of class\* will result in a 50 percent refund of tuition and fee charges, less the \$37 non-refundable fee.
- Official withdrawal after the third week\* of class will not reduce charges. You will be responsible for the full tuition and fee charge.

### Academic Standing

*W* grades do not affect your GPA but are considered in the calculation of your Student Completion Rate (SCR). Your academic standing is measured in two components: GPA and SCR. Students who do not maintain good standing may be placed on *Warning* or *Academically Dismissed*. Financial assistance is not available to students who are academically dismissed. For more information review the Academic Standing policy in the College Catalog or Student Handbook.

### Date for Student Generated Withdrawal

You may officially withdraw from a class up through the tenth week\* and still receive a *W* grade. The *W* grade will not affect your GPA, but will affect your SCR. After the tenth week, you may receive an *F* grade, which will affect both your GPA and SCR.

\*based on the traditional semester