

# STUDENT INSTRUCTIONS FOR WITHDRAWING FROM COLLEGE

## **WARNING: Withdrawing from the University could be more costly than you realize.**

If you are receiving federal funds (Pell Grant, SEOG, Perkins, Stafford, or Plus Loans) and you withdraw from the university after the 100% refund date, you are responsible for reimbursing Coastal Carolina University for the federal funds that the university must repay on your behalf.

Eligibility for any refund of tuition/fees/charges is based on the validation date stamped on the the completed withdrawal form (if submitted within seven days) and the published refund schedule.

If you are eligible for any refund, it will be reduced by any debt you currently owe the University and/or by any financial aid received from the University.

Refund checks will be mailed to your permanent address on record with the Office of the Registrar.

Withdrawal from the University after the last day to drop with no academic record will result in assignment of grades of "W" or "WF" in all courses. If extenuating circumstances exist, consult your academic dean.

Any financial obligations you may incur to the University must be paid in full before you may register again.

1. The "University Semester Withdrawal" form must be obtained from the University Academic Center, located in the Prince Building, room 213F. Forms cannot be e-mailed or faxed to students and/or parents.

The top portion of the form, including student signature and date, must be completed in the University Academic Center when the form is obtained.

A counseling session with a retention counselor will take place explaining the ramifications of withdrawing. At that time the retention counselor will date stamp the form, which will begin the seven day validity period for the form.

2. The student will then make appointments with the Office of Financial Aid (Kingston Hall, room 134; 843-349-2313) and the Bursar's Office (Evergreen Hall; 843-349-2159) to discuss the financial ramifications of withdrawing from the university. After each counseling session, the department representative will affix his/her signature to the form.
3. If living in student housing, the student will make an appointment to meet with a Residence Life representative (Waccamaw Hall, room 129; 843-349-6400.) Appropriate procedures will be followed (as determined by the Residence Life representative.) At the conclusion of the meeting, the Residence Life representative will affix his/her signature to the form.
4. International students must meet with the university's SEVIS Officer in the International Programs Office (Laurel Hall; 843-349-2054.) At the conclusion of the meeting, the SEVIS Officer will affix his/her signature to the form.
5. The completed form must then be submitted to the Office of the Registrar (Singleton Building, room 108; 843-349-2019. The student will relinquish his/her Student Identification Card to the Office of the Registrar at the time the completed form is submitted. A copy of the submitted University Semester Withdrawal request form will be provided to the student.

***Note: Steps 1-5 must be completed within seven (7) calendar days. Failure to complete this process will nullify the University Semester Withdrawal form. However, financial aid will be prorated from the original date.***