



Withdraw from class checklist

Forms **MUST** be submitted by **5pm** the last day to withdraw.

- Download and complete withdraw form
- International Student (F-1 Visa), you **MUST** meet with an International Admissions Advisor.
- Obtain a signature from Financial Aid and Veterans Services
- DO NOT SUBMIT FORM UNTIL ALL STEPS ARE COMPLETE***
- Return the fully completed form to the Admissions Office (U214) or email it to Registration@parkland.edu

You will receive a confirmation email the next business day.

Student: _____ Parkland ID #: _____

Are you withdrawing from all your courses? YES NO **NOTE:** For a total withdrawal you may meet with an academic success advisor place of obtaining a separate signature for each class.I wish to withdraw from the following course(s): Semester: Fall Spring Summer 1) _____
Course2) _____
Course3) _____
Course4) _____
Course5) _____
Course**INSTRUCTOR SIGNATURES****ARE NOT REQUIRED AT THIS TIME**Are you a student with an F1 Visa? YES NO If YES, you **MUST** meet with an International Admissions Advisor before withdrawing (U-227)**International Admissions**

International Admissions Advisor Signature: _____ Date: _____

You **MUST** meet with Financial Aid and Veteran Services before withdrawing (U-286).**Office of Financial Aid and Veteran Services**

Financial Aid Advisor Signature: _____ Date: _____

I understand that withdrawing from these courses may negatively impact my financial aid and/or veteran benefit.

Student initials: _____

I understand that I am responsible for repaying any outstanding student loan debt and that failure to do so will have negative consequences on future eligibility at any college/university. **Please contact the Office of Financial Aid and Veteran Services (U-286, 217-351-2222, or finaid@parkland.edu) if you have any questions.**

Student initials: _____

I understand that withdrawing from these courses may negatively impact my academic progress. **Please contact Academic Advising (U-267 or academicadvising@parkland.edu) if you have any questions.**

Student initials: _____

Student Signature: _____ Date: _____

Submit completed form to Admissions and Records - In person - Room U214, eMail - registration@parkland.edu or Fax (217) 353-2640**Administrative Use**

Completed By: _____ Date: _____