

# Notice of Complete Withdrawal From Pima Community College



## Please read the information below before submitting the petition

**This form must be completed and submitted by those students who wish to be completely separated from Pima Community College.** Be advised, this form is not to be used for withdrawing from individual courses. To withdraw from courses you must meet the course withdrawal deadlines. If within the deadline you can withdraw yourself from courses via your MyPima portal.

### Before you decide to take a leave from your studies consider the following:

- The financial implications of withdrawing during a semester.
- Financial aid recipients are encouraged to talk to a financial aid specialist about the implications of the withdrawal.
- The academic implications. Discuss your options with a advisor.
- Students who are receiving Veteran Benefits or Active Duty Tuition Assistance are encouraged to talk to their Veteran Advisors or Advisors at the Davis Monthan Air Force Base Education Center.
- Students who withdraw completely must reapply for admission if they do not return within 3 consecutive semesters.

### If you Decide to Completely Separate from Pima Community College

- Complete the Notice of Complete Withdrawal/Separation from Pima College Form
- Submit this form by emailing [pcc-enroll@pima.edu](mailto:pcc-enroll@pima.edu) from your official Pima Community College email address.
- You may designate someone else to submit this form on your behalf if you are unable to come to campus due to extenuating circumstances. A current FERPA form must be on file in the Registrar's office with the designee's name listed to act on your behalf or the designee provides supporting documentation of an extenuating circumstance.
- If you decide to return to Pima Community College, after 3 consecutive semesters have passed, you must submit a new application for admission.
- If you are a financial aid recipient, you must consult with a financial aid specialist regarding your circumstances for a complete withdrawal and how it will affect your ability to qualify for financial aid in the future.
- Students who are leaving due to Military orders must contact Veteran Services prior to returning.

### Financial Implications of a Complete Withdrawal

Please note all students must adhere to established deadlines for withdrawal. If you are dropping your coursework after the established refund deadline, you will not receive a refund and a "W" (withdrawal) or grade may be assigned on your

permanent record. The date Pima Community College receives the form will be the date used to determine if the student is eligible for any institutional refunds. The students last date of attendance in a course eligible for federal financial aid will be used to determine if the any financial aid funds need to be returned to the institution.

### Financial Aid Recipients

If you withdraw after receiving financial aid, you may be billed for some or all of the aid you received. See PCC Financial Aid Policies for Return to Title IV at <https://pima.edu/paying-for-college/financial-aid/drop-withdrawal-financial-aid.html>.

### Veteran Students

If you withdraw after receiving Veteran Educational Benefits, you may be billed for some or all of the benefits you received. See PCC Veteran Policies at <https://pima.edu/paying-for-college/veterans-benefits/index.html>.

**Note:** The Petition for Withdrawal may take up to 10 business days to process.

### Refund of Fees

To qualify for a refund of fees, the Complete Withdrawal Form must be submitted to Pima Community College on or before the refund deadline for each class. If you qualify for a refund, it will be issued after the completed petition is filed at the college and after any financial aid has been adjusted. Please refer to PCC's refund policy at <https://pima.edu/paying-for-college/paying-your-bill/refunds.html> to determine how your refund would be received.

### International Students

If you are an F-1 visa holder, a withdrawal may impact your legal status in the U.S. Please see your international student advisor for more information.

### Extenuating Circumstances

If unforeseen circumstances force a student to withdraw from the College after the official refund deadline, the student may request a full or partial tuition refund. To see if you qualify please refer to the Special Provisions Refund Policy at <https://pima.edu/paying-for-college/paying-your-bill/docs/SpecialProvisionsRefundRequest.pdf>.

# Notice of Complete Withdrawal/Separation From Pima Community College



This form must be completed and submitted by those students who wish to be completely separated from Pima Community College.

## Student Information

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Phone #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Course Title	CRN #	Cr. Hrs.	Last Interaction in Class, ie. homework submitted, quiz, day of week etc.	Date

Are you an international student?    Yes    No

## Reason for withdrawal:

*By signing below, I acknowledge that I have read all the information, and have been informed of the withdrawal process and refund policy.*

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## For Office Use Only

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Department	Name	Official Last Date of Attendance	Date
Student Services Center			
Office of Financial Aid and Scholarships			
International			
Veteran Services			
Account Receivable Services			

Please submit completed form to Registrar's office through interoffice mail or to [registrar@pima.edu](mailto:registrar@pima.edu). Please ensure all information is complete.