

Notice of Official Withdrawal - Federal Financial Aid Students

Please read the information below before submitting the petition

This form must be submitted by those students who wish to completely withdraw from Coastline Community College, or request a leave of absence from one or more semesters.

Before you initiate a withdrawal or decide to take a break in your studies

- Consider 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.
- Consider the academic implications. Discuss your options with a counselor.
- Students who withdraw completely from a primary semester (Fall/Spring) must reapply for admission if they miss two or more primary semesters.

If You Decide to Withdraw from Coastline Community College

- Complete this form.
- Submit this form to the Admissions and Records Office (First Floor of College Center in Fountain Valley). You may submit this form in-person, or by mail (if by mail, your signature must be notarized) to the Admissions and Records Office at the address below. Please note that you can also drop your classes by using the MyCCC Portal. If you are unable to access MyCCC, CCC will drop you from your courses using the date the form are submitted in-person, or the postmarked mailing date on the mailed form.

Coastline Community College
Admissions and Records
Attention: Registrar
11460 Warner Ave
Fountain Valley, CA 92708

- You may designate someone else to submit this form on your behalf if you are unable to come to campus due to extenuating circumstances. The designated individual must have a notarized authorization letter requesting your withdrawal.
- If you decide to return to Coastline Community College at a later date, 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 withdrawal and how it will affect your ability to qualify for financial aid in the future.

Financial Implications of 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 effective date for determining a refund of fees is the date of the student's official notice of withdrawal from the college, normally the date the student first notifies his or her college of the need to withdraw during the semester.

Financial Aid Recipients

If you withdraw after receiving financial aid, you may be billed for some or all of the aid you received. See CCC Financial Aid Policies for Return to Title IV at <http://www.cccd.edu/students/financial-aid/Pages/return-to-title-iv.aspx>.

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

Refund of Fees

To qualify for a refund of fees, the Withdrawal Form must be submitted to Coastline 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. The refund will either be credited back to the credit card which was used to pay your fees on MyCCC, or if you paid by cash, check or credit card in person, your refund will be processed according to the refund choice (check, direct deposit to your personal checking account or deposited to your BankMobile Vibe Bank account) selected through BankMobile.

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.



Coastline Community College Withdrawal Form

This form is to be completed by those students who wish to drop all coursework and completely withdraw from the college, or request a leave of absence for one or more semesters.

Student Information

Student Name: _____ Student ID #: _____

Phone #: _____ Email Address: _____

Address: _____

Course Title	CRN	Units	Last Date(s) of Attendance	Instructor Signature	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	Comments	Date
Financial Aid			
Admissions/Records			
International Center			
Veteran Services			