

Trenholm State Community College Student Withdrawal Information Sheet & Checklist

Please go through the following information sheet and checklist. It includes information that will ensure that you understand the ramifications of withdrawing from Trenholm State, how to complete your official withdrawal, what to do after you withdraw and what you need to do to return to the College.

Before You Withdraw or Drop all Your Classes:

- Discuss your decision. Make an appointment with the Director of the Student Success Center - 334-420-4418
- Check the tuition/fee refund schedule in the College Catalog to determine the financial consequences of withdrawing. (Pages 70 & 72)
- Check the Calendar in the College Catalog for the Last Day to Withdraw Without Academic Penalty date. (Page 4)
- If you purchased insurance, check to see the impact the withdrawal will have on your health insurance coverage.
- If you are not enrolled in at least one Trenholm State class, you will not be verified as currently enrolled as a student.

Are you an International Student who is in the United States in F-1 or J-1 visa status?

- International Students must contact the International Student Rep at 334-420-4306 for advising before withdrawing.

Do you have Financial Aid?

- Check with the Office of Financial Aid about financial aid consequences if you withdraw. 334-420-4322
- Work Study students must stop working as of the date of their withdrawal. Contact 334-420-4322 with questions

Withdraw from Trenholm State for a given term:

All Students must notify the Office of the Registrar of their intent to withdraw in order to officially withdraw and drop all classes for a given term. Once the Office of the Registrar receives the notification, classes will be dropped effective the date the notification is received. All students must complete the Withdrawal Form available from the Office of the Registrar or on the Trenholm State web site. <https://www.trenholmstate.edu/uploads/files/FORM-OFFICIAL-WITHDRAWAL-1-?-2020.pdf>

- Complete the Official Class or Total Withdrawal form and submit it to the Office of the Registrar
Bldg. F – Trenholm Campus OR Bldg. D – Patterson Site

After You Withdraw or Drop all Your Classes

- Update your mailing address. This is where refunds and future registration information will be mailed.

Are you a Veteran?

- If you are receiving veterans' benefits you must contact the VA Representative 334-420-4292

Are your Financial Affairs in order?

- Check your Student Portal account for balances due. Additional charges may appear up to six (6) weeks after you withdraw.
- Contact the Financial Aid Office to have an exit interview and to adjust your aid.
- Contact the Library to return library books and take care of overdue book fines. – 334-420-4461

It is the student's responsibility to know and abide with the Trenholm State payment and refund policies. By completing registration, you agreed to pay the total amount of tuition, fees and other charges as set forth, whether or not you attended these courses. It is your responsibility to withdraw from any courses you do not attend, or do not plan to complete.

How to Return to Trenholm State

- You must visit the Admissions Office on either campus to declare your plans for returning and update information.