

AUGUSTA TECHNICAL COLLEGE

SCHEDULE CHANGE

NOTE: Students with no financial obligation to the College may withdraw from courses during the first three (3) instructional/business days of the term without penalty. You may request refunds from Student Accounts. No refund is granted for withdrawals after the 3rd instructional/business day of the term.

NAME: _____ STUDENT ID: _____

DATE: _____ PHONE NUMBER: _____

MAJOR: _____ TERM (circle one): **SPRING** **SUMMER** **FALL**

ADDRESS: _____

CRN #	SUBJECT	COURSE #	ADD DATE	DROP DATE	LDA	INSTRUCTOR SIGNATURE (required for attendance mandatory courses)
1)						
2)						
3)						
4)						

Check the Financial Aid Program(s) you have applied for or from which you now receive benefits:

Pell Grant Hope VA WIA Scholarship Other: _____

*****WARNING***** A drop in credit hours may affect financial aid payments and future eligibility, leaving a balance you may owe back to the College.

STUDENT SIGNATURE: _____ DATE: _____
(Schedule change requests will not be processed without the student's signature.)

FINANCIAL AID OFFICE: _____ DATE: _____
(Required when receiving any kind of financial aid. If you are NOT paying out of pocket, you are receiving financial aid.)

DEAN/VPO SIGNATURE: _____ DATE: _____
(Required when adding a class after the first seven (7) calendar days of the term.)

DUAL ENROLLMENT COORDINATOR: _____ DATE: _____
(Required for any schedule change made by a Dual Enrollment/Active High School student.)

REASON FOR WITHDRAWAL: _____

