This form should only be used when a student has decided to withdraw from the
LAST COURSE.
After the 60% point for late term (see Student Calendar for dates), all withdrawals may be completed
through PTC Pathway.

_________________________________________  __________________
Student Name  PTC ID Number  Phone Number

Check appropriate term:  ☐ Fall  ☐ Spring  ☐ Summer  Year ______________

I. List the last course to be withdrawn.

 CRN  Subject  Course Number  Section
 ______  ______  ______  ______

Reason for Withdrawal

☐ Illness  ☐ Transportation  ☐ Personal  ☐ Financial
☐ Difficult Level  ☐ Job Conflict  ☐ Do not need course  ☐ Other ______________

II. Signatures:

I understand that if I am receiving federal financial aid, withdrawing from all courses prior to attending 60% of the term
will result in a debt to the college. I understand these consequences and would like to proceed with the withdrawal from
all courses.

Student: ___________________________  Date: ___________________________

I have advised the student that there may be financial consequences of completely withdrawing from all courses. The
student understands these potential consequences and has decided to proceed with the withdrawal.

Advisor/Counselor: ___________________________  Date: ___________________________

After signing, please forward to the Student Records Office for processing.