CHECKLIST

FINANCIAL AID STAFF CANNOT PROCESS WITHDRAWALS

ID: ____________________      Date: ___________________________

Name: ___________________________________________________________________________________________________

Last Name  First Name        Address      City   State    Zip

Current Semester: _____ Fall_____ Spring _____ Summer                                  Academic Year: ______-________

My current financial aid status is: _____ Satisfactory     _____ Warning     _____ Probation     _____ AP Probation (contract)

I have attempted _____ (GPA2). I have completed _____. My cumulative GPA is _____. My cumulative comp rate (pace) is _____%. (cmp/att)

I’m considering dropping the following classes:

If I drop the above class(es) during the current semester, my cumulative completion rate will be: ______%. Ttl cmp + enrolmnt – drop

I understand classes in which I receive a grade of ‘F’ will not be counted as completed hours; therefore, my pace may be less than above.

My current degree plan is ____________________________. My maximum time frame (MTF) is _______ hours.        _____

I have ____ hours towards MTF. After completing my remaining semester enrollment, I have _____ hours to graduate. (________GPA1 att + _______ current enrollment – _______ current remedials + _______ transfer)

Therefore, at the end of the current semester, my financial aid status may be changed to:

_____ Warning     _____ Suspension     _____ Satisfactory

If my status is changed to warning due to <67% cumulative completion rate (pace) and/or <2.0 cumulative GPA, I understand I will continue to be eligible to receive Title IV Financial Aid (grants and loans). I can remove myself from warning by successfully raising my pace to at least 67% and achieving at least a cumulative 2.0 GPA at the end of the next semester I attend Amarillo College.

If my status is changed to suspension due to my cumulative completion rate (pace) and/or cumulative GPA, I understand I will not be eligible to receive Title IV Financial Aid. I have the right to request a suspension review if my status is suspension. Additionally, if my status is financial aid suspension based on my pace and/or GPA, I can remove myself from financial aid suspension by successfully raising my cumulative completion rate to at least 67% and achieving at least a cumulative 2.0 GPA.

An immediate suspension status will occur when I attempt 150% of the semester hours required for my degree (Maximum Time Frame), or I become mathematically unable to complete my degree plan prior to reaching maximum time frame. I understand I have the right to request a suspension review if I am on suspension for maximum time frame or mathematically unable to complete my degree prior to reaching maximum time frame. I must include a copy of my academic plan with the suspension review form.

Therefore, it is the student’s responsibility to officially withdraw from classes through the self-service portal.

FINANCIAL AID STAFF AND ADVISORS CANNOT PROCESS WITHDRAWALS. Students who are considering withdrawing from any class are encouraged to speak with an academic advisor about tutoring, other available assistance, and devising an academic plan for future enrollment.

• According to federal regulations, if a student completely withdraws or stops attending all classes on or before the Title IV Date, a portion of the Title IV funds (Pell Grant, SEOG, and Direct Loan) awarded to the student may be returned. The Title IV Date is the 60% date of the period of enrollment (calculated using calendar days) for each class. This date varies based on the length of the class.

Reason for Dropping or Additional Comments:

________________________________________________________________________________________________________ __

__________________________________________________________________________________________________________

______________________________________     _______________        _____________

Student Signature         FAO Initials          Advisor Initials

Amarillo College does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in its educational programs, activities, or employment policies. Questions concerning the above information, or financial aid in general, should be addressed to a financial aid representative.

Amarillo College * * Financial Aid Office * * P.O. Box 447 * * Amarillo TX 79178 * * (806) 371-5000 * * Fax: (806) 371-5371 * * www.actx.edu/fin   revised 2/4/14 (J:\Fine-Aid\Forms\2013\Checklist)