### Official Withdrawal Form

**Directions:** The student should answer all questions.

**STUDENT ID NUMBER** | **LAST NAME, FIRST NAME, MIDDLE** | **DATE OF BIRTH**
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**STREET ADDRESS** | **CITY** | **STATE** | **ZIP CODE** | **COUNTRY** | **TELEPHONE**
---|---|---|---|---|---

**CURRENT PROGRAM** | **DEGREE** | **DIPLOMA** | **CERTIFICATE**
---|---|---|---

**STATUS (CIRCLE ONE) DEV/ PROVISIONAL / REGULAR** | **ADVISOR:** ______________________________
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### Program Withdrawal Information

#### Employer Information

Name: ____________________________

Address: ____________________________

City: ____________________________

State: ____________________________

Zip Code: ____________________________

Email: ____________________________

Phone #: ____________________________

Contact: ____________________________

**PRIOR TO COMPLETION (CIRCLE ONE ONLY)**

1. Academic Deficiency
2. Disciplinary
3. Financial
4. Personal
5. Medical
6. Moved
7. Deceased
8. Completed Personal Objective
9. Other ________________

**EMPLOYMENT STATUS**

1. EMPLOYED IN FIELD
2. EMPLOYED IN RELATED FIELD
3. EMPLOYED IN UNRELATED FIELD
4. UNEMPLOYED
5. STATUS UNKNOWN
6. CONTINUED EDUCATION
7. MILITARY
8. UNAVAILABLE FOR EMPLOYMENT
9. REFUSED EMPLOYMENT
10. EMPLOYED IN FIELD AND CONTINUING EDUCATION
11. EMPLOYED IN RELATED FIELD AND CONTINUING EDUCATION
12. EMPLOYED IN UNRELATED FIELD AND CONTINUING EDUCATION

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**Completion of this form does not automatically entitle students to a refund. To receive a refund student must withdraw during the first three calendar days of the semester. To drop a class email: Registrar@westgatech.edu.**

**Pell Recipients** – Withdrawing from class may result in a recalculation of your Title IV award. You may owe Title IV fund back to WGTC.

**STUDENT’S SIGNATURE:** ____________________________ | **DATE:** __________________

**STUDENT SERVICES (IF NEEDED):** ____________________________ | **DATE:** __________________

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As set forth in its student catalog, West Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Equity (Title IX) Coordinator, Dean of Students, 770.755.7839, 200 Campus Drive, Newnan, GA 30263. ADA (Section 504) coordinator is V.P. of Administrative Services, 678.664.0533, 401 Adamson Square, Carrollton, GA 30117.