

## ***Please read the information below before submitting the petition***

***This form must be submitted by those students who wish to completely withdraw from Orange Coast College, or request a leave of absence from one or more semesters.***

### **Before you initiate a withdrawal or decide to take a break in your studies**

- Consider the financial implications of withdrawing during a semester.
- Financial aid recipients are encouraged to talk to a financial aid specialist about the implications of the withdrawal.
- Consider the academic implications. Discuss your options with a counselor.
- Students who withdraw completely from a primary semester (Fall/Spring) must reapply for admission if they miss two or more primary semesters.

### **If You Decide to Withdraw from Orange Coast College**

- Complete this form.
- Submit this form to the Enrollment Services Office (First Floor of Watson Hall). You may submit this form in-person, or by mail (if by mail, your signature must be notarized) to the Enrollment Services Office at the address below. Please note that you can also drop your classes by using the MyOCC Portal. If you are unable to access MyOCC, OCC will drop you from your courses using the date the form is submitted in-person, or the postmarked mailing date on the mailed form, provided the form is submitted by the withdrawal deadline.

Mail form to:  
Orange Coast College  
Enrollment Services  
Attention: Registrar  
2701 Fairview Road  
Costa Mesa, CA 92626

- You may designate someone else to submit this form on your behalf if you are unable to come to campus due to extenuating circumstances. The designated individual must have a notarized authorization letter requesting your withdrawal.
- If you decide to return to Orange Coast College at a later date, you must submit a new application for admission. If you are a financial aid recipient, you must consult with a financial aid specialist regarding your circumstances for withdrawal and how it will affect your ability to qualify for financial aid in the future.

### **Financial Implications of Withdrawal**

Please note all students must adhere to established deadlines for withdrawal. If you are dropping your coursework after the established refund deadline, you will not receive a refund and a "W" (withdrawal) or grade may be assigned on your permanent record. The effective date for determining a refund of fees is the date of the student's official notice of withdrawal from the college, normally the date the student first notifies his or her college of the need to withdraw during the semester.

### **Financial Aid Recipients**

If you withdraw after receiving financial aid, you may be billed for some or all of the aid you received. See OCC Financial Aid Policies for Return to Title IV at <http://www.cccd.edu/students/financial-aid/Pages/return-to-title-iv.aspx>.

**Note:** The Petition for Withdrawal may take up to 10 working days to process.

### **Refund of Fees**

To qualify for a refund of fees, the Withdrawal Form must be submitted to Orange Coast College on or before the refund deadline for each class. If you qualify for a refund, it will be issued after the completed petition is filed at the college and after any financial aid has been adjusted. The refund will either be credited back to the credit card which was used to pay your fees on MyOCC or if you paid by cash, check or credit card in person, your refund will be processed according to the refund choice (check, direct deposit to your personal checking account or deposited to your Higher One Bank account) selected through Higher One.

### **International Students**

If you are an F-1 visa holder, a withdrawal may impact your legal status in the U.S. Please see your international student advisor for more information.



# Orange Coast College

## Withdrawal Form

*This form is to be completed by those students who wish to drop all coursework and completely withdraw from the college, or request a leave of absence for one or more semesters.*

### Student Information

**Student Name:** \_\_\_\_\_ **Student ID #:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

Course Title	CRN	Units	Last Date(s) of Attendance	Instructor Signature	Date

Are you an international student? Yes  No

Reason for withdrawal:

*By signing below, I acknowledge that I have read all the information, and have been informed of the withdrawal process and refund policy.*

<b>Student Name</b>	<b>Student Signature</b>	<b>Date</b>
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### For Office Use Only

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Department	Name	Comments	Date
Financial Aid			
Admissions/Records			
International Center			
Veteran Services			