## ADD / DROP / WITHDRAW FORM

### Student ID:

Is this a total drop/withdrawal from ALL classes? **YES** **NO**

### Name:

**LAST**

**FIRST**

**MIDDLE**

<table>
<thead>
<tr>
<th>CIRCLE ONE:</th>
<th>COURSE NUMBER</th>
<th>CREDITS</th>
<th>TUITION HRS</th>
<th>FOR INSTRUCTOR/ADVISOR USE</th>
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</thead>
<tbody>
<tr>
<td>ADD DROP</td>
<td>WITHDRAW*</td>
<td>(example) ACC-12500-60</td>
<td>4</td>
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* A withdraw is a drop after the census date. No refund is issued.

### Please check the ONE REASON THAT MOST APPLIES for withdrawing from your course(s) this semester

**Academic**

- (101) Instructor’s recommendation to drop course
- (102) Too many courses
- (103) Course(s) too difficult
- (106) Dissatisfied with instructor
- (107) Changed my educational plans or major

**Employment**

- (302) Lack of study time because of job demands
- (303) Work hours conflict with class schedule

**Personal**

- (701) Personal/family illness or injury
- (702) Personal/family responsibilities or problems
- (703) Transportation problems
- (704) Child care problems
- (706) Moving away from the area
- (707) Serving in the Armed Forces
- (901) Other-Please explain: ______________________
- (902) Administrative

I understand that it is my responsibility to consult with Student Financial Services office before dropping /withdrawing from class regarding the impact that it may have on my financial aid/veterans benefit status.

I understand and agree that once I am registered for a course at Kirtland Community College, I am solely responsible for the payment of tuition, fees, and any other charges that I have authorized to be posted on my account. If I do not plan on attending my classes, I am responsible for dropping/withdrawing from my classes in accordance with published deadlines.

Kirtland will communicate pertinent information specific to my individual file, including, without limitation, financial aid, registration, payroll, income tax statements via my College e-mail (KMmail) account where I am accountable to review on an ongoing basis. I authorize the College and their respective agents and contractors to contact me at the phone number(s) that I provide for my home, cellular phone or other wireless device using automated telephone dialing equipment or pre-recorded voice or text messages.

Student Signature:

Processed by:  Date:

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WHITE – Registrar's Office         YELLOW – Student Financial Services       Date Last Revised: 11/16