

Hill College Resignation Form

Print this form to completely withdraw from all college courses.

Name: _____ ID: _____

Street: _____ City: _____ State: _____ Zip: _____

I am requesting to be withdrawn from **ALL** of my courses for the _____ semester.

Check if you are: Veteran Dorm Student Financial Aid Dual Credit High School

I wish to resign from all of my classes this semester at Hill College. I understand that this form must be presented to Office of Enrollment Management on or before the last day to drop in the semester to receive a grade of "W" on my transcript.

I understand that there may be serious impacts from this action if I receive any type of financial aid including grants, loans, or scholarships. The Enrollment Management Office will review this request and can explain any of these impacts. I understand that only those resignations submitted during a refund period will be eligible for refund as listed in class schedules. I understand that 100% refunds are not issued after the first day of classes even if a student's specific classes start after that day. I understand that if I am on a payment plan, I am still responsible for the original tuition and fee charges and that even if I resign during a refund period, I may still have future payments due on my plan.

Student Signature: _____ **Date:** _____

(Counseling Use Only)

Counselor Signature: _____ Date: _____

Course	Instructor	Start Date	End Date

(Enrollment Management Use Only)

Processed by: _____ Date: _____

Dorm Student (Must be signed off by Housing) Signature: _____ **Date:** _____

Financial Aid Recipient (Forward to Director of Financial Aid)

Has Hold Reason: _____ Contacted Hold Office

Has Hold Reason: _____ Contacted Hold Office

Has Hold Reason: _____ Contacted Hold Office