

Student Course Drop/Withdrawal Form

Please complete the entire form, save a copy for your records and email the form to records@gtcc.edu. This form is to be used when the student needs to withdraw from one or more courses after the schedule adjustment period. Drops are eligible for a 75% tuition refund. Withdrawals are not eligible for any type of tuition refund.

I. Student & Course Information

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Student ID No. Or last 4 digits of	Last Name SSN	First Name	Middle Initial	Semester/Year	GTCC E-mail
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Course Name and Section	Course Title	Credit Hours	Last Day of Attendance (VA ONLY)
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