



If you wish to take time off from your studies, you should complete this form to request Official Withdrawal from the College. **Students must be re-admitted to the College in order to return; right of return is not guaranteed.**

<b>Student Name</b>				<b>Last 4 of FTC ID#</b>	
<b>Address</b>			<b>Apt #</b>		
<b>City</b>		<b>State</b>		<b>Zip Code</b>	
<b>Home Phone</b>		<b>Cell Phone</b>		<b>Email</b>	

- I would like to withdraw immediately**  
*Students who submit Withdrawal Requests after the add/drop period will receive a non-punitive grade of W recorded on their official transcript; student is responsible for all outstanding financial and other College obligations.*
- I would like to withdraw AFTER the end of the current semester**  
*Student will receive Final Grades as appropriate; student is responsible for all outstanding financial and other College obligations.*

**Future Plans**

- I plan to return (Semester/Year) \_\_\_\_\_
- I do not currently plan to return. (You may reapply at any time regardless of your current plans.)

<b>REASON FOR Withdrawal – we cannot process request without this information:</b>

<b>Next Steps</b>	<b>Contact</b>
Contact the <b>Financial Aid Office</b> to discuss how this may impact your current or future Financial Aid.	<a href="mailto:FinancialAid@FTC.edu">FinancialAid@FTC.edu</a>
Contact the <b>Bursar Office</b> to take care of any outstanding financial obligations.	<a href="mailto:Bursar@FTC.edu">Bursar@FTC.edu</a>
Return completed form to the <b>Registrar’s Office</b> for processing.	<a href="mailto:Registrar@FTC.edu">Registrar@FTC.edu</a>

<b>Signature</b>		<b>Date</b>	
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