



CHECKLIST

FINANCIAL AID STAFF CANNOT PROCESS WITHDRAWALS

ID: _____

Date: _____

Name: _____
Last Name First Name Address City State Zip

Current Semester: _____ Fall _____ Spring _____ Summer Academic Year: _____ - _____

My current financial aid status is: _____ Satisfactory _____ Warning _____ Probation _____ AP Probation (contract)
I have attempted _____ (GPA2). I have completed _____. My cumulative GPA is _____. My cumulative comp rate (pace) is _____%. (cmp/att)

I'm considering dropping the following classes: _____

If I drop the above class(es) during the current semester, my cumulative completion rate will be: _____%. $\frac{Ttl\ cmp + enrlnmt - drop}{Ttl\ attp + enrlnmt}$
I understand classes in which I receive a grade of 'F' will not be counted as completed hours; therefore, my pace may be less than above.

My current degree plan is _____. My maximum time frame (MTF) is _____ hours. PERC
I have _____ hours towards MTF. After completing my remaining semester enrollment, I have _____ hours to graduate.
(_____ GPA1 att + _____ current enrollment - _____ current remedials + _____ transfer)

Therefore, at the end of the current semester, my financial aid status may be changed to:
_____ Warning _____ Suspension _____ Satisfactory

If my status is changed to **warning** due to <67% cumulative completion rate (pace) and/or <2.0 cumulative GPA, I understand I **will** continue to be eligible to receive Title IV Financial Aid (grants and loans). I can remove myself from warning by successfully raising my pace to at least 67% and achieving at least a cumulative 2.0 GPA at the end of the next semester I attend Amarillo College.

If my status is changed to **suspension** due to my cumulative completion rate (pace) and/or cumulative GPA, I understand I **will not** be eligible to receive Title IV Financial Aid. I have the right to request a suspension review if my status is suspension. Additionally, if my status is financial aid suspension based on my pace and/or GPA, I can remove myself from financial aid suspension by successfully raising my cumulative completion rate to at least 67% and achieving at least a cumulative 2.0 GPA.

An immediate suspension status will occur when I attempt 150% of the semester hours required for my degree (Maximum Time Frame), or I become mathematically unable to complete my degree plan prior to reaching maximum time frame. I understand I have the right to request a suspension review if I am on suspension for maximum time frame or mathematically unable to complete my degree prior to reaching maximum time frame. I must include a copy of my academic plan with the suspension review form.

_____ **It is the student's responsibility to officially withdraw from classes through the self-service portal. FINANCIAL AID STAFF AND ADVISORS CANNOT PROCESS WITHDRAWALS.** Students who are considering withdrawing from any class are encouraged to speak with an academic advisor about tutoring, other available assistance, and devising an academic plan for future enrollment.

- **According to federal regulations, if a student completely withdraws or stops attending all classes on or before the Title IV Date, a portion of the Title IV funds (Pell Grant, SEOG, and Direct Loan) awarded to the student may be returned. The Title IV Date is the 60% date of the period of enrollment (calculated using calendar days) for each class. This date varies based on the length of the class.**

Reason for Dropping or Additional Comments:

Student Signature _____ FAO Initials _____ Advisor Initials _____