ADMISSIONS & RECORDS OFFICE

570 Golden Eagle Ave., Quincy, CA 95971
(530) 283-0202 – Fax (530) 283-9961

Official Withdrawal

STEP 1: STUDENT FRC ID # _____

_____

Last Name First Initial

Address_____

PO Box/Street City State Zip

Will this be your forwarding address? ❑ Yes ❑ No

If No: _____

PO Box/Street City State Zip

Date-of-Birth_____-_____-_____ Phone (_____)_____-_____

Student's Signature_____ Date_____

STEP 2: ACADEMIC ADVISOR (Assessment Center)

Students may withdraw from full-semester courses the first 75% of the semester through their Student Portal (MyFRC). Please see Academic Calendar for withdrawal dates for first and second nine week courses.

After 75% of the semester an **Official Withdrawal Petition** is required with supporting documentation for:

❑ Medical Withdrawal (doctor's order) ❑ Military Deployment (Military orders)
❑ Other _____

FINANCIAL OBLIGATIONS MUST BE CLEARED BEFORE OFFICIAL TRANSCRIPTS ARE RELEASED

_____

Academic Advisor's Signature Date

STEP 3: STUDENT ACCOUNTS (Admissions & Records Office)

DSP&S/WorkAbility III ❑ Cleared ❑ Not Cleared_____
Housing ❑ Cleared ❑ Not Cleared_____
Post Office ❑ Cleared ❑ Not Cleared_____

STEP 4: FINANCIAL AID

Financial Aid/Veterans ❑ Cleared ❑ Not Cleared_____

RECORDS OFFICE USE ONLY

Processed by_____ Date _____ ❑ Copy to Dean of Students ❑ Copy to Financial Aid