



Dual Credit/Concurrent Enrollment COMPLETE WITHDRAWAL FORM

Student: _____ LCC ID#: _____ or SSN: _____ - _____ - _____

Semester: Fall 20_____ Spring 20_____ Summer 20_____ High School: _____

Last Day of Attendance: _____/_____/_____ Are you receiving VA Benefits? Yes No

Reason for Withdrawal: Failing Course(s) Financial Dissatisfied w/Instruction Moving
 Dissatisfied w/Program Transportation Work/School Conflict Other: _____

The following signatures are required on this form before it can be processed:

_____	_____	_____	_____
Date	Student	Date	Parent / Guardian
_____	_____	_____	_____
Date	High School Counselor / Principal	Date	Dual-Credit / Concurrent Enrollment Office
_____	_____	<input type="checkbox"/> Late Add	<input type="checkbox"/> Late Withdrawal
Date	Business Office		

Office of the Registrar Use Only:
Posted to CARS by: _____ Date: _____

THIS FORM MUST ONLY BE USED BY HIGH SCHOOL STUDENTS WHO WANT TO WITHDRAW FROM ALL THEIR CLASSES.

Complete Withdrawal Service Policy

- This form must be received by the Registrar’s Office by established deadlines. Refer to either the current schedule of classes or current catalog for specific dates.
- This form will be processed by the Registrar’s Office on the day it is received.
- Once this form is processed, you must immediately contact the LCC Business Office at 800.588.7232 or 505.454.2500 ext. 1001 to inquire about your tuition and fee balance with the college.
- Keep in mind, as a result of completely withdrawing from LCC, you are responsible for any unpaid obligations to the college. Additionally, you may also be entitled to a partial refund of tuition. Refer to the current schedule of classes or current catalog for details.
- Email form to: msalas@nmhu.edu or mail: Luna Community College, Dual Credit Office, 366 Luna Drive, Las Vegas, NM 87701. If you have questions call the Dual Credit Office at (505) 454-5316.

In the event questions arise during the processing of this form, please provide a daytime telephone number and email address where you may be contacted.

Daytime Telephone #: _____-_____-_____ Email address: _____

If you would like to add/drop a course you must submit the ADD/DROP Form.