



# Dual Credit/Concurrent Enrollment COMPLETE WITHDRAWAL FORM

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

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: \_\_\_\_\_

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

### 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 academic calendar.
- Once this form is processed, you must immediately contact the LCC Fiscal 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.
- Email form to: [aortiz@luna.edu](mailto:aortiz@luna.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) 454-5308.

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: \_\_\_\_\_