



Brainerd Campus
 501 West College Drive
 Brainerd, MN 56401-3900
 1-800-933-0346 or
 218-855-8031
 FAX: 218-855-8269

Staples Campus
 1830 Airport Road
 Staples, MN 56479-0099
 1-800-247-6836 or
 218-894-5126
 FAX: 218-855-8269

If you choose to withdraw from ALL of your courses, please see the Financial Aid Office for a Total Withdraw form.

Student Name: _____ SSN or Tech ID: _____

Phone: _____ Cell Phone: _____

Circle one: Fall Spring Summer Year: _____

Are you a Post Secondary Enrollment Option student? Yes: _____ No: _____

Notice to Students:

For the fall and spring semesters, students may withdraw from a course up to ten days before the first day of final exams. For summer session, students may withdraw from a course up to five days before the end of the session. For a short term course that is eight weeks or less, students may withdraw from a course up to three days before the end of the session.

When students withdraw from a course, they will receive a “W” grade for the class and will still be responsible for 100% of the tuition and fees for the withdrawn course. Withdrawing from a course will not affect the student’s GPA. However, it could affect his/her probation or suspension status.

The college strongly recommends that before students withdraw from a course, they first meet with a counselor/advisor.

To withdraw from a course, please complete the following:

| Department | Course # | Section # | Course Title | Credits | Instructor |
|------------|----------|-----------|--------------|---------|------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

I understand it is my responsibility to discuss all schedule changes with my counselor/advisor. I further understand that withdrawing from any course(s) may affect my program plan, financial aid, and/or my graduation date.

Student signature: _____ Date: _____

Registration signature: _____ Date: _____ Phone exchange

CLC is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. This information is available in alternative format upon a 48-hour advance request by contacting Paula Huss in Disability Services, office C111 at 800-933-0346 ext 8175. Deaf and Hard of Hearing users or TTY communication contact the "Minnesota Relay Service at 7-1-1 or 1-800-627-3529."