



FOR OFFICE USE ONLY
 RECEIVED BY:
 CAMPUS:
 INTAKE DATE:
 COMMITTEE DECISION:
 PROCESS DATE:
 COMMENTS:

REQUEST FOR ADMINISTRATIVE DROP

Please read this form in its entirety before signing below:

Daytona State College indicates in the Academic Calendar the last day to drop from a course(s) to receive a refund**. A request to drop a course(s) will be considered only in the event of **documented extenuating circumstance** and indicate a **serious personal situation** that prevented the student from completing and/or dropping the course(s) by the add/drop deadline

To All Financial Aid Recipients: A student who has received financial aid will owe a repayment resulting from the recalculation of enrollment status, or if this appeal results in a drop from all courses, a student will be subject to the federal refund formula calculations and/or the requirement that all financial aid funds be returned. In most cases the result will be a balance due for tuition and fees. A student who received a financial aid refund, or received a book voucher, will have to return all funds disbursed prior to the drop being processed if the appeal is approved. Please verify with Financial Aid the impact on your request prior to submission.

Submission Deadline: Before the last day of the semester in which the course is taken.

The College response to all appeals will be sent to your **FalconMail** account.

Prior to submitting an appeal, please read carefully and completely the information on the Appeals Policy and Criteria. Be sure to complete and follow the checklist below. Please remember, the committee reviewing the appeals does not know you, and must judge the merit of your case solely on your statement and supporting documentation. This appeal must be completed in its entirety with supporting documentation upon submission.

Student Name _____

Student ID Number _____

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Yes No

Telephone Number _____

Financial Aid Recipient _____

- Indicate the appeal criteria of your request:
 - Serious Illness/Injury
 - Non-Voluntary Military Activation
 - Other Extraordinary Circumstance
 - Unforeseen Emergency/Natural Disaster
 - Death of Immediate Family Member
- Have you attached a personal statement and supporting documentation describing the circumstances that occurred as to why you could not drop your course(s) by the date indicated in the Academic Calendar?
 - Yes
 - No
- Please initial to indicate your understanding that your appeal will be denied if a personal statement and supporting documentation is not provided at the time of submission to the college. You also agree that consideration after the submission deadline will only be made if the circumstance interfered with the deadline date. _____

Course Subject/Section	Class Number	Semester and Year	Sub-session (Circle one per course)
			A B FULL
			A B FULL
			A B FULL
			A B FULL
			A B FULL

Student Signature _____

Date _____