

## Withdrawal Checklist for Spring Semester 2020

Triton College is here to help you with the transition to online learning. Use this checklist to guide your decision to withdraw from one or more classes this Spring semester:

**Contact the instructor of the course**

Explain why you are considering withdrawing from the class. Your instructor can guide you to resources that may help you be more successful online.

**Contact a counselor or an advisor**

Email [counsel@triton.edu](mailto:counsel@triton.edu) or schedule a virtual appointment at <https://tinyurl.com/TCCounselor> with a counselor or <https://tinyurl.com/TCAdvisor> an advisor. Our counselors and advisors can answer your questions about whether withdrawing from a course is the right choice for you and review the potential impact on your academic plans. They also will share resources that can help you complete the class successfully.

**If you still feel withdrawing is the right choice for you**

If you still feel withdrawing is the right choice for you, a counselor or advisor will give you a link to an electronic withdrawal form. Your withdrawal form will be reviewed by financial aid to determine if a withdrawn course will impact your financial aid package. Once this review is complete, Triton College will process your electronic withdrawal request and issue you a credit voucher in the amount paid for the tuition of the course.

**Will I get a refund?** If you withdraw, you will receive a credit voucher in the amount of tuition you have paid. The credit voucher must be used by May 31, 2021 and is not transferrable.

Vouchers cover only the value of tuition. No financial credit or refunds are available for fees, textbooks, or class resources.

The amount of your credit voucher is based upon your current balance. If you are fully up-to-date with your payments, you will receive a credit voucher for the full tuition of the class(es) to be withdrawn. If you are on a payment plan or you have an amount remaining on your student account, the value of your voucher will be applied to your balance. Any remaining amount after paying off your balance will be issued as a voucher for use by May 31, 2021. The last day to withdraw from a course that was face-to-face and moved to e-learning due to the corona virus epidemic is May 4, 2020.

Credit vouchers can be used for any future coursework at Triton College. There is no limit to the amount of courses that can be withdrawn.