



COVID – 19 Withdrawal Form

College of the Canyons
26455 Rockwell Canyon Road
Santa Clarita, CA 91355

COVID – 19 Fall 2020 Withdrawal Form

This form is used for the Excused Withdrawal or to have a W removed from your transcript due to the COVID-19 natural disaster. **This form is only to be used for the summer and fall 2020 terms.** You do not need to provide any documentation with this form. If you need help selecting an option below, please contact your Counselor, Financial Aid office, or other programs in which you are enrolled (ex: CalWorks, ISP, EOPS, Veterans, etc.) to understand the choices outlined below.

This form may be turned in for up to one year after the end of the term you enrolled in the course. A student may withdraw from their course before or after turning in this form. To be immediately removed from the course, please withdraw using My Canyons, then turn in this form. This form will be processed in three weeks from the form being received by the financial aid office. A refund will be processed within 8 weeks.

Both options will provide a refund for enrollment fees (for students on the California College Promise Grant, Canyons Promise, or sponsorships, a refund will be processed to that program). Both withdrawal options will not affect progress probation, dismissal status, or your GPA.

To check your current financial aid awards, please visit My Awards in your [My Canyons](#) Self-Service option.

OPTION 1

Excused Withdrawal (EW)

An EW will be listed on your transcript for the course(es) selected below.

- If the student requests an EW for all their courses, this may have an effect on their financial aid. Please check with your financial aid advisor.
- For Veteran students, the Veterans office would report this EW grade as a non-punitive grade to the VA.

OPTION 2

Withdrawal removed from transcript

According to Title 5 Section 58509, this option is available when there is a natural disaster beyond the control of the student.

- The course will not be reported as an enrollment.
- If you are part of a special population such as Veterans, ISP, EOPS, MESA, Athletics, etc., please check with your counselor to understand how this grade may affect you.

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CONTACT INFORMATION

Student ID: _____

Last Name: _____ Middle: _____ First Name: _____

Street Address: _____ Unit/Apt: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Cell Phone: _____

TERM (Select below)	COURSE NAME (EX: Math 102)	SECTION NUMBER (Ex: 77777)	“EW” or “Remove W” (Notate your request per course)

We are here to help. If you need assistance with this form, please reach out to us at counseling@canyons.edu. We will get back to you right away to assist you with your decision.

By signing below, you understand the ramifications of this petition and how it may affect your financial aid, academic record, etc. You are requesting to either have an EW listed as the grade on your transcript for the course above or to have the W removed from your transcript.

STUDENT SIGNATURE

DATE

This petition must be sent to finaid@canyons.edu. The petition will take three weeks to process. Please allow up to 8 weeks for a refund to be processed. Right now, all staff are working remotely and will respond back to you via email.

For Staff Use ONLY:

Financial Aid: NO YES \$ _____

Date in FA: _____ Date in SS: _____ Contacted Student: _____

Date in A&R: _____ Date in SBO: _____ Date: _____