



# NEW YORK CITY COLLEGE OF TECHNOLOGY

Office of the Registrar  
300 Jay Street, Brooklyn, NY 11201  
Telephone (718) 260-5800

## Program Change Form

Before you withdraw from or drop any classes, we urge you to speak with your Academic Advisor and to consult with a Financial Aid Counselor to determine whether your financial aid eligibility will be affected by this change.

EMPLID: \_\_\_\_\_ Fall  Spring  Summer  Year: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Veteran: Yes  No

COURSES TO BE DROPPED					
Course Code (i.e. MAT 1275)	Class Number (i.e. 30625)				

COURSES TO BE ADDED					
Course Code (i.e. MAT 1275)	Class Number (i.e. 30625)				

\_\_\_\_\_  
Student's signature Date

Date/Time stamp

**Office Use Only**

Date: \_\_\_\_\_

SEEK  NCS  SSS  REG

Processed by: \_\_\_\_\_



**Program change (add/drop) form  
Complete withdrawal/withdrawal form**

**Financial Aid Information**

**Loan Information**

If you are a recipient of either the Federal Direct Loan Program or Federal Perkins Loan Program, you will be required to do an Exit Interview online when you completely withdraw or drop below six (6) credits. The Financial Aid Office will send Exit Interview instructions to you within 60 days of your withdrawal or drop (below six credits) date. You can complete your Exit Interviews as follows:

For Direct Loans, go to [www.studentloans.gov](http://www.studentloans.gov)

For Perkins Loans, go to [www.ecsi.net](http://www.ecsi.net)

You will have a grace period before you have to begin repayment. The grace period for Direct Loans is six months and for Perkins Loans, it is nine months. You may postpone repayment if you return to school, enroll at least half-time and complete an in-school deferment form. Repayment of your loans will be postponed until you graduate, leave school or drop below half-time enrollment. If you enroll at another school, it is your responsibility to notify the Direct Loan Servicing Center, the ECSI Billing Servicer (for Perkins Loans), or other lender or servicer of your student loans. Protect our eligibility and financial credit status. Do not allow your loans to go into default.

**Withdrawal from All Classes**

**New York State Financial Aid (TAP and APTS)**

If you withdraw from all your classes and received a TAP or APTS award, you would not be eligible for a NYS grant the following semester, unless you apply for a TAP/APTS waiver and it is approved. The waiver form is available at the Office of Financial Aid, Room NG-13 and at the Office of the Executive Director of Student Affairs, Room G-414.

**Federal Title IV Financial Aid (PELL, SEOG, ACG, SMART Grant, Perkins Loans and Direct Loans)**

If you withdraw from all your classes and are eligible for federal student aid, your Federal awards will be prorated. Your eligibility for payment will be based on the credits for which you were enrolled and the number of days you attended the classes. If you owe any outstanding tuition, payments will first be credited to the college and only the remaining funds will be paid directly to you. You should also be advised that you might be responsible for repaying any unearned funds.

Financial Aid Counselor's signature: \_\_\_\_\_

Student's signature: \_\_\_\_\_