



NEW YORK CITY COLLEGE OF TECHNOLOGY

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

Program Change Form

Using your campus email, please send completed form to Registrar@citytech.cuny.edu

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: _____

In the absence of a written signature: submission from your campus email to Registrar@citytech.cuny.edu will suffice.

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

For Perkins Loans, go to 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: _____