You have requested to drop a course from Nicholls Online. You should firs contact your instructor to make them aware to see if other options are available.

In order to complete the process, please complete the following questions and forward your email to [online@nicholls.edu](mailto:online@nicholls.edu" \t "_blank).

1-Name, University ID#, Term in which you would like to drop.

2-Are you receiving Financial Aid for the current terms? If so, what type of financial aid are your receiving? (List the type of aid: Grants, Loans, Scholarships, Veterans benefits, etc.) If so, read the statements listed above.

3-List the courses you are enrolled for the current term.

4-What courses would you like to drop?

5-Have you participated in the course/courses that you would like to drop?

6-Acknowledgement of understanding how this request may have upon financial aid eligibility. If you understand the effect of the course withdrawal on your eligibility, please respond to this message with **“Yes. I understand and wish to drop the course(s).”**

* Please understand that this course may affect your financial aid eligibility. If you never began attendance in the course, you may be required to immediately repay a portion of any financial aid you received. The Dropping and Resigning Policy may be found at [www.nicholls.edu/financial-aid/policies/dropping-and-resigning-policy](http://www.nicholls.edu/financial-aid/policies/dropping-and-resigning-policy" \t "_blank).
* In addition, your eligibility for financial aid may be affected in future semesters if you do not meet the minimum satisfactory academic progress (SAP) standards. For more information on maintaining SAP, refer to [www.nicholls.edu/financial-aid/sap](http://www.nicholls.edu/financial-aid/sap" \t "_blank).
* If you are not a financial aid recipient or you understand the affect of the course withdrawal on your eligibility, please respond to this message with **“Yes. I understand and wish to drop the course(s).”**

Please choose from following two options if you are dropping one or more classes or if you are dropping ALL classes. And then answer the following six questions in order to complete this process.

If you are receiving any type of financial aid, including Veterans benefits, please read the following statements and include in your reply that you understand how your course withdrawal (drop request) or resignation (dropping all courses) request may affect your eligibility.

**Option A: You are requesting to *drop one or more courses*,** but will continue to be enrolled in one or more classes. Before we may process your course drop request, please review and acknowledge the information below:

**Option B: You are requesting to be dropped from all courses and resign** from the University for the current term. Before we may process your course drop/withdrawal request, please review and acknowledge the information below:

* Please understand that this resignation may affect your financial aid eligibility. At the point of withdrawal, the portion of your Federal grants and loans you are entitled to receive is calculated on a percentage basis and you may not be eligible for the entire amount of financial aid received.
* If you never began attendance in the course, you may be required to immediately repay a portion of any financial aid you received. For more information, refer to the Dropping and Resigning Policy at [www.nicholls.edu/financial-aid/policies/dropping-and-resigning-policy](http://www.nicholls.edu/financial-aid/policies/dropping-and-resigning-policy" \t "_blank).
* In addition, your eligibility for financial aid may be affected in future semesters if you do not meet the minimum satisfactory academic progress (SAP) standards. For more information on maintaining SAP, refer to [www.nicholls.edu/financial-aid/sap](http://www.nicholls.edu/financial-aid/sap" \t "_blank).
* Under federal regulations, if a student withdraws from coursework and will cease to be enrolled in any classes within the full-term and/or Mini A session, but has coursework registered for the Mini B session, without confirmation of future attendance, a school must assume the student is a withdrawal and begin the Return of Title IV Funds process.
* If you do not return as scheduled, you will be considered to have withdrawn from the semester for financial aid purposes, and a recalculation of your eligibility will be based on the portion of the payment period that was actually completed.
* If you understand the effect of the course withdrawal on your eligibility, please respond to this message with **“Yes. I understand and wish to drop the course(s).”**