



## Fast Forward Course Withdraw Policy

There are important dates to consider if you are withdrawing. Failure to withdraw from a course will result in receiving the grade he/she earned in the course. Students, who no longer attend class, quit school or move out of the district need to withdraw from the Fast Forward course. Withdrawing from a course may affect a student's future Satisfactory Academic Progress at SUNY Broome Community College.

**Contact the school counselor and teacher. They must contact the SUNY Broome Fast Forward Office; we are the only official who can withdraw a student from a Fast Forward course. Contact us immediately if a student needs to withdraw.**

Academic Year 2019-2020 Course Withdrawal Deadlines			
Fast Forward Term	Course Dates	Drop with "W" Grade	Drop with "F" Grade
<b>Fall 2019</b>	9/16/19 – 2/7/2020	10/11/2019 – 12/19/2019	12/20/2019 – 2/7/2020
<b>Spring 2020</b>	2/10/2020 – 6/19/2020	3/9/2020 – 5/18/2020	5/19/2020 – 6/19/2020
<b>Full Year</b>	9/16/2019 – 6/19/2020	11/6/2019 – 3/23/2020	3/24/2020 – 6/19/2020

## Certificate of Residency Instructions

- ✓ **ALL students** must submit a **Certificate of Residency** form each **Fall only, if student is new to Fast Forward in the Spring, they need to complete one then**
- ✓ Certificates are **due October 5<sup>th</sup> for Fall and February 22<sup>nd</sup> for Spring** to the Fast Forward Office
- ✓ Access the Certificate of Residency online at: <https://www.sunybroome.edu/web/www/residency>
- ✓ See back of Certificate of Residency form for detailed instructions
- ✓ **ALL shaded boxes must be completed legibly and in pen, Social Security Number is REQUIRED**
- ✓ **Please check for accuracy before sending in your form**

### Instructions:

#### **Broome County:**

Fill out the form (all shaded areas), sign and date it, hand in to Fast Forward Instructor

#### **Other Counties (Tioga, Delaware, Chenango, etc.):**

- Fill out the form (all shaded areas) and student must sign the form in the presence of a Notary Public, who will also sign/ date WITH PROOF that he/she has been a resident of the state for ONE YEAR and in the county for SIX MONTHS prior to the start of the semester
  - Acceptable proof of residency: driver's license, bank statement, copy of student guardian's addressed income tax returns listing student as a dependent, etc.
- The county will send back an Affidavit of Residency, which must then be sent to SUNY Broome Student Accounts

#### **Out of State Students & Foreign Exchange Students:**

This form is NOT required of students residing out of NYS or students in a foreign exchange program

**For complete information, Student Handbook, FAQ's and more visit**

[www.sunybroome.edu/ff](http://www.sunybroome.edu/ff)