Military Withdraw Process Steps

FTCC Military & Veterans

FTCC Withdraw Process

Step 1: Contact your instructor using your FTCC Student Email and **"CC" the Military & Veterans Programs (MVP) Office**: military@faytechcc.edu

Step 2: Submit Your Withdrawal in Self-Service
   1. Login to Self-Service
   2. Click on the Academics cap in the left toolbar
   3. Select Student Course Withdrawal
   4. Select the button beside the class you want to withdraw
   5. Use the drop-down box to enter in your reason for withdrawal (Military Deployment)
   6. Enter in your last date of attendance
   7. Check the "I Agree that the information above is correct and consent to be withdrawn from the section listed for the current term"
   8. Select Submit

Need Help? The Military & Veterans Programs (MVP) Office is here to assist you throughout the process.
Email: military@faytechcc.edu or call (910) 678-1050

Army IgniteED Withdraw Process

Step 1: **Notify the School:** Withdraw directly with FTCC.

Step 2: **Submit your withdraw in ArmyIgnitED:**

1. Locate Course: Navigate to "My Courses" or your funding requests to find the specific course.

2. Initiate Withdrawal: Select the course and choose the appropriate withdrawal type:

1. Personal Withdrawal: Used for voluntary withdrawal: triggers repayment of TA funds.

2. Military Withdrawal: Used for deployments, training, or PCS.

3. Submit Documentation: If military, upload the signed DA Form 7793 within 30 days of the "W" grade being posted to avoid recoupment.

4. Verify Action: Monitor your ArmyIgnitED account for the status to change to "Withdrawn" in the course details.