



# Withdrawal Notice

To withdraw from the University:

1. Pick up form from Student Records office.
2. Obtain signature from financial aid counselor.
3. Obtain signature from cashier.
4. Complete exit interview in Student Records office.

**Please Note: you are not officially withdrawn until you complete the exit interview with the Student Records office. Even though you withdraw, you are obligated to pay all tuition and fees.**

Name: \_\_\_\_\_ Student ID/SSN: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Name of Advisor: \_\_\_\_\_

Which term are you withdrawing?  Spring  Fall  Summer  May Term Year: \_\_\_\_\_

Reason for withdrawal: \_\_\_\_\_

**I understand that students who receive financial aid and withdraw from the institution will have their financial aid adjusted according to federal regulations. This may leave an outstanding balance on my student account. I will be billed for any remaining balance.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Student should not write below line)

**All withdrawals must have the appropriate signature of the University officials listed below.**

### A. Financial Aid

Are you receiving financial aid?  Yes  No

Exit interview required?  Yes  No

Financial Aid Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### B. Cashier's Office

Do you live on campus?  Yes  No If yes, please obtain signature from Housing.

Housing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Are you currently on a meal plan?  Yes  No

Cashier's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**C. Student Records Interview Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Interviewer: \_\_\_\_\_

Distribution:

1. Student Records Office

2. Cashier

3. Financial Aid

4. Student