



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Please Note: you are not officially withdrawn until you complete the exit interview with the Student Records office.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