Step One: To be completed by the Student

Name: Date:

Request: □ Withdrawal from _________ term □ Withdrawal from _________ program

I □ will OR □ will not complete the current term.

You remain responsible for all Charges, Tuition, and Fees associated with your courses. All courses will be dropped for the above term; and applicable withdrawal grades will be assigned by instructors.

Expected return, if applicable:

Reason for withdraw: □ Family Obligations □ Medical □ Maternity □ Military
□ Financial □ Dissatisfaction with program □ Change in career goals
□ Other:

*Please feel free to complete the questions on the back of this form as well.

Do you receive financial aid? □ Yes □ No

Step Two: Meet with the offices/individuals listed below**

Program Director:
Exit interview completed Date:

Accounting Office: Financial obligations met Date:

Financial Aid Office: Exit counseling completed Date:

Librarian: No outstanding materials Date:

**We do encourage that you meet with the above offices and acquire these signatures, but this is not required for your withdrawal.

Upon submitting this form, I acknowledge that I must be registered and completing required coursework in the same term that I was last enrolled in its next occurrence. If I do not register for courses during this time, I will be administratively withdrawn from the program.

Student signature & date:

Step Three: Submit form to the Registrar’s Office

Received by registrar’s office: Refund due: □ Yes □ No

Last date of attendance: □ CAMS updated

Effective date of withdrawal: □ Copy to Director of Financial Aid

Form completed by Registrar if student withdrawn administratively due to non-attendance

□ Withdrawn from _________ term □ Withdrawn from _________ program

As of ______________________ Registrar’s initials: __________________
Withdrawal Questionnaire* (Optional)

1. Please describe the factor(s) that influenced your decision to withdraw:

2. Which student services resources were most helpful to you while enrolled?
   (Please check all that apply)
   - Academic advising
   - Tutoring
   - Faculty Office Hours
   - Budget/ Financial Counseling
   - Career Services
   - Student Organization(s)
   - InterTransform Mentoring Circle
   - Housing Support (New student housing digest, housing opportunities page, resource guides)
   - N/A

3. What, if any, additional resources would have been helpful to you as a student?