

**Step One:** To be completed by the Student

Name:	Date:
<b>Request:</b> <input type="checkbox"/> Withdrawal from _____ term <input type="checkbox"/> Withdrawal from _____ program <b>I <input type="checkbox"/> will OR <input type="checkbox"/> will not complete the current term.</b>	
<i>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.</i>	
Expected return, if applicable:	
<b>Reason for withdraw:</b> <input type="checkbox"/> Family Obligations <input type="checkbox"/> Medical <input type="checkbox"/> Maternity <input type="checkbox"/> Military <input type="checkbox"/> Financial <input type="checkbox"/> Dissatisfaction with program <input type="checkbox"/> Change in career goals <input type="checkbox"/> Other:	
*Please feel free to complete the questions on the back of this form as well.	
Do you receive financial aid? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

Program Director: <i>Exit interview completed</i>	Date:
Accounting Office: <i>Financial obligations met</i>	Date:
Financial Aid Office: <i>Exit counseling completed</i>	Date:
Librarian: <i>No outstanding materials</i>	Date:
**We do encourage that you meet with the above offices and acquire these signatures, but this is not required for your withdrawal.	
<b>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 If I do not register for courses during this time, I will be administratively withdrawn from the program.</b>	
Student signature & date:	

**Step Three:** Submit form to the Registrar's Office

Received by registrar's office:	Refund due: <input type="checkbox"/> Yes <input type="checkbox"/> No
Last date of attendance:	<input type="checkbox"/> CAMS updated
Effective date of withdrawal:	<input type="checkbox"/> Copy to Director of Financial Aid
<b>Form completed by Registrar if student withdrawn administratively due to non-attendance</b> <input type="checkbox"/> Withdrawn from _____ term <input type="checkbox"/> Withdrawn from _____ program As of _____ Registrar's initials: _____	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?