



Withdrawal

This sheet contains all of the information you will need to withdraw from the College. Please note that all withdrawals processed after classes begin will be charged a prorated tuition, regardless of class attendance.

College withdrawal indicates that you plan to leave and not return. If you change your mind and decide to return at a later date, **you will need to reapply for admission** as new students do.

Leaving the College is a serious decision. Staff members need to understand the student's reason for leave and must approve the request. Many offices of the College are involved in processing leaving the college.

1. **Office of the Registrar** - records your status officially and notes the correct forwarding address for both resident and commuter students.
2. **Office of Academic Services** - will help you understand your options and the implications for your coursework, even if you decide to stay enrolled.
3. **Office of Financial Aid** - requires a Title IV loan exit interview to be completed at www.mappingyourfuture.org. There are strict state and federal guidelines that have implications for transferring, repayment, and status if leave is taken.
4. **Business Office** – office personnel track and clear your student account. See the refund schedule below.
5. **Office of Residence Life** - records any changes in your housing status.
6. **Counseling and Health** – can assist if the leave is due to medical or mental health reasons.

In order to withdraw, you must have an exit meeting with one of the following staff members who will sign this form after completing the meeting.

Assistant Dean of the Core Curriculum
Associate Dean of Students/Director of Residence Life (GL 150)
Assistant Vice President of Academic Services (GL 230)
Assistant Vice President of Academic Administration (GL 254)
Director of Counseling Services or Health Services (Chance Hall)
Dean of Students (CC 143)

Financial Aid

If you are withdrawing from the College and have been receiving a Title IV loan, you must complete your loan exit interview at www.mappingyourfuture.org.

Tuition, Room, and Board Refund Information:

Before classes begin, 100% of tuition, board, and mandatory fees will be refunded. 20% of the room cost will be forfeited. As of the first day of classes, mandatory fees are non-refundable. Meal plans are prorated on a weekly basis.

80% of tuition and room cost will be refunded only prior to the end of the second week of classes.

60% of tuition and room cost will be refunded only during the third week of classes.

40% of tuition and room cost will be refunded only during the fourth week of classes.

20% of tuition and room cost will be refunded only during the fifth week of classes.

After the fifth week of classes, no tuition, and room cost will be refunded.

Cc:	Registrar	Business Office	ARC Director
	Academic Services	Financial Aid	Public Safety
	Health and Counseling Services	Residence Life	Student Activities
	Dean of Students	One-Card Coordinator	

Student Name: _____ ID#: _____ Class Standing: _____

Personal Email Address _____ Phone #: _____

Forwarding Address: _____

Please check: campus resident commuter Are you on a meal plan? _____
 full time part time

Withdrawal

For withdrawal students only:

Effective date of withdrawal _____

Do you intend to finish the coursework in which you are currently registered? _____

Departure from residence hall – Anticipated _____ Actual _____

*Concerns about housing & deposits should be discussed with the Residence Life office as soon as possible

Exit meeting: This section to be filled out by the Assistant Dean of the Core Curriculum, Assistant VP for Academic Services, Associate Dean of Students, Services, Business Office, Dean of Students, or the Director of Counseling and Health Services during the exit meeting.

Reasons for leaving (check all significant reasons):

___ financial ___ medical ___ family ___ transportation ___ academic
___ military ___ work ___ course choices ___ major ___ relocation ___ schedule

___ transfer to another college (please name) _____

___ other (please explain) _____

I have read and completed this entire Withdrawal sheet, and I understand and agree to comply with the instructions stated within. I also understand that I am responsible for settling all student accounts before exiting my residence hall.

* If you are withdrawing from the College and have been receiving a Title IV loan, you must complete your loan exit interview at www.mappingyourfuture.org.

Student Signature: _____ Date: _____

Required Signatures: _____ Date: _____
College Administrator as noted above