**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 to SMCM. If you change your mind and decide to return at a later date, **you will need to reapply through the Admissions Office**.

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

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** - determines the amount of aid a student is eligible to receive if withdrawal occurs during the semester. Students who have borrowed through federal loan programs must complete Exit Counseling at [www.Studentloans.gov](http://www.studentloans.gov/)

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 –** will assist if the withdrawal is due to medical or mental health reasons. Documentation from a health care provider may be required.

**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.

• Associate Dean of Students (GL 150)

• Associate Dean of Academic Services (GL 230)

• Dean of Students (CC 143)

• Director of Counseling or Health Services (Chance Hall) (for medical leaves)

**Financial Aid**

If a student withdraws during the semester, eligibility for federal aid must be recalculated based on the length of time the student was enrolled. A student may have an unpaid balance due to this recalculation. Institutional aid is pro-rated on the same schedule as tuition and room cost (see below).

**The following provision applies to the Withdrawal policy:**

Students who are dismissed from the College due to a conduct sanction or due to academic dismissal are not eligible to withdraw in lieu of the sanction or dismissal.

**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. After classes begin, the following refund schedule applies to students that are withdrawing.

• 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 or room cost will be refunded.

|  |  |  |  |
| --- | --- | --- | --- |
| Cc: | Registrar | Business Office | ARC Director |
|  | Academic ServicesHealth and Counseling ServicesDean of Students | Financial AidResidence LifeOne-Card Coordinator | Public SafetyStudent Activities |

**DATE of NOTIFICATION of intent to Withdraw:**

**Effective date of withdrawal:**

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ **ID#:** \_\_\_\_\_\_\_\_\_

**Cumulative GPA:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Class Standing:** F Y S O

JR SR

**Personal Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_**

**Forwarding Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please check:** campus resident commuter **Are you on a meal plan?**

\_\_\_\_\_\_\_\_

full time part time

Date of departure from residence hall (must be within 48 hrs. of withdrawal date): .

\*Concerns about housing & deposits should be discussed with the Office of Residence Life as soon as possible.

**Exit meeting:** This section to be filled out by the Associate Dean of Academic Services, Associate Dean of

Students, Dean of Students, Director of Counseling, or Director of Health Services during the exit meeting.

**Reasons for withdrawing (check all significant reasons):**

\_\_\_ Financial \_\_\_ Schedule \_\_\_ Family \_\_\_ Transportation \_\_\_ Academic difficulties

\_\_\_ Military \_\_\_ Work \_\_\_ Course choices \_\_\_ Major \_\_\_ Relocation

\_\_\_ Changed priorities

 \_ Transfer to another college (please name) \_ \_ \_ \_ \_ \_ \_\_ \_\_\_ \_ \_ \_ \_ \_ \_\_\_ \_

\_\_\_ Medical Withdrawal (psychological or physical)

**Please provide details for this request (except for Medical Withdrawal):**

I have read and completed this entire Withdrawal sheet, and I understand and agree to comply with the instructions stated below:

• I am responsible for settling all current student accounts within ten days of the effective withdrawal date.

• I understand that if I withdraw from the College and have received Federal Stafford Loan funds, I must complete the loan Exit Counseling at [www.Studentloans.gov.](http://www.studentloans.gov/) If I withdraw during a semester, Federal Financial Aid earned up to that point is determined by a specific formula (please see the information on the Portal).

• Transcripts cannot be processed if there is a Business Office and/or Financial Aid hold flag on my account.

**Required Signatures:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_ Student

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_ College Administrator as noted above

**FOR OFFICE USE ONLY:**

Date notification of withdrawal sent to offices: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UPDATED

02/02/15