Instructions for completing this form: Student will complete Section I. <u>Student will then take the form to the officials listed in Section II</u> for their signature and to complete any exit procedures with each area. Student will then return to Student Services to complete the process. The date of withdrawal will be finalized as the date the process is initiated IF the complete form is returned within five days of the initiation date.

Section I: Student Completion

Name (please print):

Address:

City/State/Zip:

Educational Program:

Reason for withdrawal:

| ☐ Academic | ☐ Financial | ☐ Personal | ☐ Other: |
| ☐ Career Change | ☐ Medical | ☐ Military | |

Are you transferring to another institution?   ☐ Yes   ☐ No

If yes, to what institution?

What is the reason for transferring?

By signing this form, you have acknowledged that you have reviewed the refund policy in the Student Handbook and understand you are responsible to pay for any charges incurred to date.

Student Signature: Date:

Section II: School Official Completion *(Student must take this form to the officials listed below for signature and complete any exit procedures)*

Faculty Advisor Signature:	Date:
Financial Aid Signature:	Date:
Billing Signature:	Date:
Library Signature:	Date:
At Risk Advisor Signature (if applicable)	Date:
Department Chair of the program:	Date:

Section III: Student Services Completion			
Registrar's Signature:		Date:	
Date received:		Date processed:	
Official Notification: ☐ Yes ☐ No		Date of Determination:	
Withdraw Date:		Last Date of Attendance:	
Comments:			
Official or Unofficial Withdraw:			
☐ Name badge received	☐ Cams status updated	☐ Financial Aid Counseling	☐ Parking Permit returned
☐ Pyxis and Epic access deactivated	☐ Anticipated grad date updated	☐ Nursing Student Loan Exit Counseling	☐ Radiation Dosimeter returned
☐ Enrollment updated in Clearinghouse	☐ VA notified, if receiving benefits	☐ Financial obligations met	☐ IT notified to deactivate active directory and email account
☐ Course grade reflected based on time of withdraw	☐ Course faculty notified	☐ Library materials resources returned	