



# Withdrawal Notice

**To withdraw from the University:**

1. Pick up form from Student Records office.
2. Obtain signature from financial aid counselor.
3. Obtain signature from cashier.
4. Complete exit interview in Student Records office.

**Please note: You are not officially withdrawn until you complete the exit interview with the Student Records office. Even though you withdraw, you are obligated to pay all tuition and fees.**

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Reason for withdrawal \_\_\_\_\_

Date \_\_\_\_\_ Name of your advisor \_\_\_\_\_

Signature of Student \_\_\_\_\_

***(Student should not write below double line.)***

All withdrawals must have the appropriate signature of the University officials listed below.

**A. Financial Aid Office**

Exit Interview Required  Yes  No

**B. Cashier's Office**

Balance Due \_\_\_\_\_

Financial Aid Officer \_\_\_\_\_ Date \_\_\_\_\_

Cashier \_\_\_\_\_ Date \_\_\_\_\_

**Housing**

Notified  Yes  No

**Dining Hall**

Notified  Yes  No

Date \_\_\_\_\_

Date \_\_\_\_\_

Current Semester \_\_\_\_\_ Refund Period \_\_\_\_\_ Date \_\_\_\_\_

**C. Comments by interviewer:**

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

\_\_\_\_\_  
Interviewer

**Distribution:**

1. Student Records Office

2. Cashier

3. Financial Aid

4. Student