Withdrawal from the College Form

When making the decision to withdraw from the college we strongly encourage you to visit all areas of the college to determine the impact such a decision may have on your future. Although we have outlined some typical scenarios below each situation is unique.

Academic Impact

<table>
<thead>
<tr>
<th>Type of Withdraw</th>
<th>Grades Assignment</th>
<th>Reenrollment Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete withdraw prior to deadline</td>
<td>WS</td>
<td>Apply online by completing the Re-Application</td>
</tr>
<tr>
<td>Complete Withdraw after deadline</td>
<td>WP (Withdraw Pass) or WF (Withdraw Fail)</td>
<td>Apply online by completing the Re-Application</td>
</tr>
<tr>
<td>Medical after deadline</td>
<td>WS</td>
<td>Apply online by completing the Re-Application</td>
</tr>
<tr>
<td>Called to Active Duty after deadline</td>
<td>WS</td>
<td>Apply online by completing the Re-Application</td>
</tr>
<tr>
<td>Dismissal</td>
<td>F</td>
<td>Apply online by completing the Re-Application</td>
</tr>
</tbody>
</table>

Note: All withdraws/dismissals will be processed on the date of receipt/ notification to the Registrar’s office. Students may not withdraw retroactively.

Financial Aid Impacts

<table>
<thead>
<tr>
<th></th>
<th>Current term</th>
<th>Future Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charges</td>
<td>Reduced based on refund schedule through 5th week of term.</td>
<td>Any balance must be paid prior to returning. Failure to repay funds will result in account being sent to a collection agency.</td>
</tr>
<tr>
<td>Financial Aid Adjustments</td>
<td>If withdrawing prior to 60% of the term, aid will be prorated based on withdraw date.</td>
<td>Any balance resulting from the return of aid funds must be repaid to the college in full prior to returning. Failure to repay funds will result in account being sent to a collection agency.</td>
</tr>
<tr>
<td>Financial Aid Eligibility</td>
<td></td>
<td>If withdraw reduces completion rate below 67% student would be placed on warning for one semester. Failure to gain good standing after the warning term would result in suspension of all future aid.</td>
</tr>
</tbody>
</table>

Note: Financial aid is adjusted strictly based on withdraw date, not on the reason for withdraw.

Revised 2.2023
ID ___ ___ ___ ___    Name:___________________________________________________________

Last        First        MI

Phone: (______) ______________ Major: _____________________

1. Which of the following best describes your reason for withdrawal? (Circle One)

- Academic Difficulty
- Child Birth/Child Care
- Personal Reasons
- Dissatisfied with Program of Study
- Obtained Employment
- Moving
- Marriage
- Family Illness/Poor Health
- Military Service
- Financial
- Legal Reasons
- Student Illness/Poor Health
- Residence Life Issues
- Transferring
- Change of Career Goals
- COVID-19 Related (includes policies related to)

2. Are you withdrawing for medical reasons? Yes/No
   If yes, you must meet with the college counselor to obtain approval and to understand the steps needed to return to the college.
   __________ Initials of college counselor

3. Meet with member of academic support staff in the LRC or Counselor in Hartzell 101 __________
   Initials of academic support staff or counselor indicating you have met with them.

4. Do you plan on returning to Stevens? Yes/No
   If yes, when do you hope to return? (ex. Fall, 2023) __________

5. Do you currently have Financial Aid (including grants, loans, VA Benefits, etc.)? Yes/No
   If yes, please meet with Financial Aid staff to complete the SAP worksheet below.
   __________ Initials of financial aid representative

**SAP Completion Rate Calculation**

Current Completed Credits: ______
Current Attempted credits: ______

Completion Rate: (Completed Credits/Attempted Credits): __________

Term in which FA WARNING will occur: __________
Anticipated Enrollment during WARNING term: ________________ credits

Estimated Completion Rate after WARNING term: __________

I ______________________________ acknowledge that I will be placed on financial aid Satisfactory Academic Progress (SAP) WARNING. If I do not meet the SAP standards at the end of the WARNING term, my financial aid will be suspended and I will need to appeal if extenuating circumstances caused me to fail to meet the standards outlined by TSCT’s SAP policy.

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6. Do you reside in a campus dorm? Yes/No
   If yes, you must meet with your dorm director to remove your items from the dorm and discuss any
   other pertinent information.
   ____________________ Initials of dorm director indicating you have met with them

7. If you are a Stevens Grant student, you must return your tools to your instructor and your books to
   the Academic Affairs Office.
   ____________________ Initials of your instructor indicating your tools have been returned.
   ____________________ Initials of Academic Affairs that your books have been returned.

8. Have you met all financial obligations to the college as of the date of withdrawal? Yes/No
   ____________________ Initials of Business Office indicating you have met with them and reviewed
   your account.

9. Notes:____________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________

I affirm that I have considered and understand the effects of this withdrawal based on the information
provided on this form and the withdrawal information from the college sheet.

Student Signature____________________________________   Date_______________________

*WITHDRAWAL FORM MUST BE RETURNED TO THE REGISTRAR’S
OFFICE IN HARTZELL 102 FOR THE WITHDRAWAL PROCESS TO BE
COMPLETE.