



Official Withdrawal Form

Office of the Registrar
100 Institute Road, Worcester, MA 01609
Ph: (508)-831-5211
Fax: (508)-831-5931

Instructions:

Please provide the information requested below and return the form to the Office of the Registrar in Daniels Hall. Failure to withdraw officially will result in a loss of any refund.

Important information:

College obligations must be taken care of at the time of withdrawal. This includes outstanding financial obligations, return of equipment and keys to issuing authority, and books to the library. **Failure to clear obligations will result in holds being placed against student's academic records (transcript), will affect eligibility for financial aid at other institutions, and will delay readmission requests.**

Part I Please Print:

Name: _____ Student ID: _____

Home Address: _____ City _____ State _____ Zip _____

Student Box#: _____ Year: _____ Major: _____ Advisor: _____

Forwarding Address (if different then home address): _____

City, State, Zip Code _____

Part II Please Print:

Effective Date of Withdrawal

(Please check one of the following)

- Leaving during current term - Effective Immediately
- Finishing Present Term - Last date of attendance _____

Reason for Withdrawal

(Please check all that apply)

- Health
- Academic
- Financial
- Personal
- Family Obligation
- Other

Please Provide Explanation: _____

Part III: Please obtain appropriate signatures from the following departments:

Academic Advisor: _____ Date: _____

Office of Housing/Res Life: _____ Date: _____

Accounting/Treasury Office: _____ Date: _____

Gordon Library: _____ Date: _____

Exiting Interview: _____ Date: _____

(Schedule an interview with the Director of Academic Advising or the Registrar)

Student Signature: _____ Date: _____

Official Use Only

Office of the Registrar Approval

Approval Signature: _____ Date: _____

Notification: _____ Letter Sent: _____ SFAREGS: _____ SWAVCMT: _____

DATE