

Worcester Polytechnic Institute

Office of the Registrar

Graduate Official Withdrawal Form

Instructions: Submit the completed form to the Office of the Registrar. Submission of the form is required for any tuition adjustment that may be due.

Important information: Please be sure you have cleared any obligations at the time of withdrawal, including any outstanding financial balances, the return of equipment or keys to the issuing authority, and any books to the library. *Failure to clear obligations will result in a hold on your academic record prohibiting the release of official transcripts.* Students should inform themselves about consequences to financial aid, visa status, housing, and other considerations before withdrawing. If you are a financial aid recipient, you may have additional financial obligations to meet once your aid is recalculated based on your official withdrawal date. If you are an international student you must visit the International House to inform them of your withdrawal.

Student Section (please print)

Name: _____ Student ID: _____

Home Address: _____ City _____ State _____ Zip _____

Personal Email Address: _____

Forwarding Address (if different from home address): _____

City, State, Zip Code: _____

Graduate Program: _____

Withdrawal Date Requested:

Semester (e.g. Fall 2017): _____ Last Date of Attendance*: _____

*Please note: You must plan to depart the campus within 48 hours unless other arrangements are made.

Reason for Withdrawal (please check all that apply):

Medical Academic Financial Personal Family Obligation Other

Comments: _____

Your financial obligations may not be final at the time this form is filed, so please check your email and/or mail for notifications. By signing below, you acknowledge that you will be financially responsible for paying all charges associated with your account before official transcripts can be released. You also acknowledge that the last date of attendance is truthfully reported and will be verified with professors and other University officials.

Student Signature: _____ Date: _____

Registrar Use Only

Signature: _____ SFAREGS: _____ Tuition %: _____

Date: _____ SGASTDN: _____ Notification: _____

Letter w/Attachment _____ SWAVCMT: _____ MW Tracking: _____

CC: International House, Office of Housing/Res Life, Bursar's Office, Office of Student Aid and Financial Literacy