

# Worcester Polytechnic Institute

Office of the Registrar

## Undergraduate Official Withdrawal Form

**Instructions:** Fill out Part I. Take the form to the Office of Academic Advising to fill out Part II. 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.

### Part I: 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: \_\_\_\_\_

### Withdrawal Date Requested:

Semester and Term (e.g. Fall 2017 A-term): \_\_\_\_\_ 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.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Part II: Office of Academic Advising Section

Effective date of withdrawal: \_\_\_\_\_ Advisor Name: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Registrar Use Only

Signature: \_\_\_\_\_ SFAREGS: \_\_\_\_\_ Tuition %: \_\_\_\_\_

Date: \_\_\_\_\_ SGASTDN: \_\_\_\_\_ Notification: \_\_\_\_\_

Letter w/Attachment \_\_\_\_\_ SWAVCMT: \_\_\_\_\_ MW Tracking: \_\_\_\_\_

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