

## Withdrawal Form

Primary reason you are withdrawing:

Academic       Financial       Employment       Transfer       Medical

Other, briefly explain: \_\_\_\_\_ Semester of Withdrawal: \_\_\_\_\_

This form must be completed and returned to the Dean of Students Office before the appropriate portion of your payment (tuition, room and board, and \$100 continuing enrollment deposit, less outstanding charges) can be refunded, provided your withdrawal occurs during the refund period and is applicable. Any keys, lab equipment, library materials, or other University property must be returned to the appropriate department.

Students who are withdrawing for medical reasons need to speak with someone in the Dean of Students Office, Room 130, Administration Building, to discuss documentation needed upon return. Students may also elect to meet with a representative from the Dean of Students Office if they believe there are extenuating circumstances compelling them to make the decision to withdraw.

By checking this box and submitting this form today, I understand I will receive a \_\_\_\_\_ percent tuition refund.

Name \_\_\_\_\_ M Number \_\_\_\_\_

Forwarding information: Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Do you currently reside in on-campus housing?  Yes  No

If yes, please check out with your RA or Housing and Residential Life, 153 Wadsworth Hall.

Are you planning to return to Michigan Tech within the year?  Yes  No

Readmit term: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year \_\_\_\_\_

### Required Signatures:

Accounting Office \_\_\_\_\_  
Student account status confirmation – student is advised on repayment and/or deferment of Perkins loan, when appropriate.

Financial Aid \_\_\_\_\_  
Student is advised by Financial Aid Office on loan repayment, satisfactory progress, transferring of aid to another institution and the impact of federal financial aid due to the withdrawal.

**By checking this box, I understand that Title IV aid may be returned to the federal government and that I may owe a balance to Michigan Tech, which must be paid in full prior to re-enrollment.**

Graduate School \_\_\_\_\_  
Graduate students only – requires formal application for readmission.

International Programs and Services \_\_\_\_\_  
International students only

Dean of Students Office \_\_\_\_\_  
Required for medical withdrawal only

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

#### Internal use only

Effective Term \_\_\_\_\_ Refund % \_\_\_\_\_ Date \_\_\_\_\_ Processed by \_\_\_\_\_ Hold Placed \_\_\_\_\_