

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