

The University of Montana Western

THE WITHDRAWAL PACKET

As a student considering withdrawal from the University of Montana Western, you have a number of options. We realize there are circumstances that arise in student's lives. You have the right to withdraw from your enrollment at Montana Western. We want to help you understand your options and obligations.

Meet with one of the designated withdrawal representatives to complete the necessary paperwork. The designated withdrawal representatives are:

Candi Richardson	Financial Aid	406-683-7516
Nancy Rowley	Registrar's Office	406-683-7371
Cara Herman	Business Office	406-683-7364

Complete the steps below to ensure that you remain eligible to return to UMW in the future.

- Complete the Official Withdrawal Form and Checklist.
- Check out of the Residence Hall if you are currently living on campus.
- Go to studentloans.gov to complete the Student Loan Entrance/Exit process.
- If desired, meet with the Financial Literacy Office to explore loan repayment options.

The actions listed above must be completed, signed, and returned to the Registrar's Office in the Short Building in order for your withdrawal application to be processed.

Also included in this packet:

- How to reapply to Montana Western in the future
- If you have financial aid – Know What You Owe
- A list of resources for you
- More information can be found at <http://www.umwestern.edu/policy-manual/200-academic-grant-and-research/1807-200-6-add-withdraw.html> or in the University catalog (see Withdrawal from the University).

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How to Reapply to Montana Western

- Submit a completed *Application for Readmission*, available online at <http://my.umwestern.edu/registrar/FormReadmitApp.pdf>.
- Submit official copies of transcripts from all institutions attended since last enrolled at UMW.
- Proof of measles, mumps, and rubella (MMR) immunization may be required if initial attendance at UMW was three or more years previous to the request for readmission.
- Meet the admission requirements of a transfer student if you attended another institution since last registering at UMW.
- An application fee is not required unless a student is changing status to a second degree/certificate student.

Upon receipt of a readmission acceptance letter from the Admissions Office, readmitted students should do the following:

- Contact the Advising Office personnel to discuss your academic goals and to develop a class schedule.
- Pay (or make arrangements to pay) all enrollment-related expenses and finalize registration at Business Services.

Students with holds on their account may be denied registration privileges until any restrictions are removed from their account; students should contact the appropriate office to resolve holds/problems immediately.

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USEFUL INFORMATION

- ✓ If you choose to return to Montana Western in the future, the reapplication process is detailed in the University catalog or available online at <http://www.umwestern.edu/how-to-apply.html#umw-tabbed-readmits>.
- ✓ If you are transferring to another MUS school, transmittals may be ordered through the Registrar's Office. For transcripts contact the Registrar's Office.
- ✓ If you have **student loans**, start here:
 - nslds.ed.gov
 - studentloans.gov

All you need to know about your student loans is available here, including your loan servicers, repayment options, interest rates, and consolidation information.

- ✓ If you have additional questions, the following phone numbers are provided to assist you.

▪ Admissions	(406) 683-7331
▪ Advising	(406) 683-7049 or 683-7050
▪ Business Services	(406) 683-7101
▪ Dean of Students	(406) 683-7388
▪ Disability Services	(406) 683-7388
▪ Financial Aid	(406) 683-7511
▪ Residence Life	(406) 683-7565
▪ Registrar's Office	(406) 683-7371

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IF YOU HAVE FINANCIAL AID (Scholarships, Grants or Federal Loans)

As a student at Montana Western, you may have received financial aid. This tuition assistance may have been grants, scholarships, or loans. It is important that you know what will happen now in terms of your financial aid.

Financial Aid awards will be adjusted based on the percentage of the term completed, which is calculated using the date of official withdrawal. You will receive a letter explaining the recalculation of the financial aid award.

Withdrawal (official)

1. Repayment of federal aid received for the current term may be required in accordance with federal rules and regulations.
2. Federal loans will be cancelled for future terms if you withdraw from the University at any time during a semester. If you plan to return the following semester, contact the Financial Aid office.
3. Students may have to appeal to have financial aid reinstated for the next term, even if financial aid was not received.
4. Reinstatement of aid is subject to committee decision based upon applicable regulations.

Withdrawal (unofficial)

Students who receive all failing or non-passing grades for a semester are assumed to have ceased attendance and are considered an "unofficial withdrawal." Students receiving all non-passing grades for a semester should contact the Financial Aid office immediately for assistance.

Refunds

It is possible that students on financial aid who withdraw from the University may not receive refunds. Any potential refund will be applied first to University balances and second to grants or loans. You may be required to return funds to the University for aid you have received for the current semester. The Business Services Office will work with you to make payment arrangements. If a balance is owed to the University, a hold will be placed on your account and will prevent future enrollment at this or other institutions. Uncollected debts may be turned over to a collection agency and/or the Montana Department of Revenue for collection. You will be responsible for all collection costs.

Know what you owe – Withdrawal and your student loans

Withdrawing from the University can affect your student loans and eligibility for future aid. You have a number of options. The financial aid office can help you with repayment plans and maintaining good standing with your debt. Student loans that are not in good standing will prohibit you from receiving financial aid in the future. The website nslds.ed.gov gives you a complete accounting of your student loan debt, along with information about your servicers and interest rates. Go to studentloans.gov to learn what you need to do now.