

**Withdrawal Representative:**

If a student is withdrawing for the remainder of the semester, but is enrolled for the following semester, the only requirement of the student in the withdrawal process is that they complete Student Loan Exit Counseling.

# THE UNIVERSITY *of* MONTANA WESTERN

## WITHDRAWAL FORM AND CHECKLIST

|                    |                  |
|--------------------|------------------|
| Name:              | Student ID:      |
| Permanent Address: |                  |
| City, State, Zip:  |                  |
| Telephone: (    )  | Area of Study:   |
| email address:     | alternate email: |

- ❖ Select Term Withdrawing from:     Fall             Spring             Summer        YEAR: \_\_\_\_\_
- ❖ Select Class Standing:    Freshman    Sophomore     Junior     Senior     Other \_\_\_\_\_
- ❖ Select Residency Status:    In State        WUE            Out of State
- ❖ Select Enrollment Status:         Full-time     Part-time

When was the last day you attended class? \_\_\_\_\_

Did you receive any financial aid for the semester from which you are withdrawing? YES\_\_\_\_ NO\_\_\_\_

Do you have any student loans? YES\_\_\_\_ NO\_\_\_\_

Are your loans government issued or private or both? GOV'T\_\_\_\_ PRIVATE\_\_\_\_ BOTH\_\_\_\_

Did you receive Veteran's Benefits this semester? YES\_\_\_\_ NO\_\_\_\_

Do you currently live in campus housing? YES\_\_\_\_ NO\_\_\_\_

With whom did you discuss your decision to withdraw? (check all that apply)

- University staff member             Faculty member             Advisor
- Relative/Parent                       Fellow student             Other (please list)

Please list the top 2 reasons you are withdrawing from Montana Western:

Could Montana Western have done something to help you stay enrolled? Please explain:

### FUTURE PLANS

- I intend to re-enroll at Montana Western in the future.
- I intend to continue my education at another college or university.
  - If so, where? \_\_\_\_\_
- At present I am unsure about my future education.
- I do not plan to pursue an undergraduate degree.

\_\_\_\_\_

Student Signature

Date

Withdrawal Representative

**THE UNIVERSITY *of* MONTANA WESTERN**

If you choose not to meet with a designated representative to process your withdrawal from the University of Montana Western, please complete this withdrawal form and secure signatures from each of the following offices:

\_\_\_\_\_

**Financial Aid**

\_\_\_\_\_

**Residence Life (if living on campus, student must visit Residence Life)**

\_\_\_\_\_

**Business Office**

\_\_\_\_\_

**Library**

\_\_\_\_\_

**Registrar's Office**

I am withdrawing from the following class(es):

| <b>CRN</b> | <b>Course Rubric/#</b> | <b>Course Title</b> | <b>Instructor</b> |
|------------|------------------------|---------------------|-------------------|
|            |                        |                     |                   |
|            |                        |                     |                   |
|            |                        |                     |                   |
|            |                        |                     |                   |

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

**THE UNIVERSITY *of* MONTANA WESTERN**

**WITHDRAWAL WORKSHEET**

University Use:    Withdrawal Worksheet  
                           Withdrawal Form and Checklist  
                           Student Loan Exit Counseling

Student Copies:    The Withdrawal Packet cover sheet  
                           How to Reapply to Montana Western  
                           Useful Information  
                           If You Have Financial Aid

Student \_\_\_\_\_ ID \_\_\_\_\_ Date \_\_\_\_\_

Financial Aid (Banner TSAAREV) \_\_\_\_\_

- Student Loan Exit Counseling (Federal Direct/Perkins)
- Return of Title IV funds

Residence Life (Banner SOAHOLD) \_\_\_\_\_

- Residence Hall inventory    Must visit if living in dorms
- Residence Hall holds
- Bulldog Card deactivation

Library (Banner SOAHOLD) \_\_\_\_\_

- Outstanding items
- Library fees

Business Office (Banner SOAHOLD) \_\_\_\_\_

- Outstanding payment due
- Payment appeal
- Refund of tuition and fees based on attendance (only within first 15 class days)

Registrar's Office (Banner SOAHOLD) \_\_\_\_\_

- Holds
- Transcript/Transmittal request
- Applicable Withdraw code     withdrawn/not attended     withdrawn/attended
  - Last date attended \_\_\_\_\_

→ Student is withdrawing from the following class(es): (Banner SFAREGS)

| CRN | Course Rubric/# | Course Title | Instructor |
|-----|-----------------|--------------|------------|
|     |                 |              |            |
|     |                 |              |            |
|     |                 |              |            |
|     |                 |              |            |

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

\_\_\_\_\_  
 Withdrawal Representative Signature

**Exit Counseling is required when you leave school and provides important information you will need as you prepare to repay your federal student loans. If you have student loans, go to [www.studentloans.gov](http://www.studentloans.gov) where you can fulfill your Loan Exit Processing requirement.**

**Students who do not complete exit counseling when leaving Montana Western will have a hold placed on their records until the requirement is satisfied. The hold prohibits you from obtaining transcripts and/or diplomas. Once you have completed the loan exit counseling requirement, the hold will be released.**

