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.
WITHDRAWAL FORM AND CHECKLIST

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<tr>
<th>Name:</th>
<th>Student ID:</th>
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 Permanent Address:__________________________

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<tr>
<th>City, State, Zip:</th>
<th>Area of Study:</th>
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 Telephone: (______) | Area of Study: |
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- 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
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):

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course Rubric/#</th>
<th>Course Title</th>
<th>Instructor</th>
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___________________________________________ _____________
Student Signature Date
WITHDRAWAL WORKSHEET

Student __________________________ ID __________ Date ______________________

☐ Financial Aid (Banner TSAAREV) ______________________
  o Student Loan Exit Counseling (Federal Direct/Perkins)
  o Return of Title IV funds

☐ Residence Life (Banner SOAHOLD) ______________________
  o Residence Hall inventory Must visit if living in dorms
  o Residence Hall holds
  o Bulldog Card deactivation

☐ Library (Banner SOAHOLD) ______________________
  o Outstanding items
  o Library fees

☐ Business Office (Banner SOAHOLD) ______________________
  o Outstanding payment due
  o Payment appeal
  o Refund of tuition and fees based on attendance (only within first 15 class days)

☐ Registrar’s Office (Banner SOAHOLD) ______________________
  o Holds
  o Transcript/Transmittal request
  o Applicable Withdraw code □ withdrawn/not attended □ withdrawn/attended
    o Last date attended ______________________

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

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________________________________________ __________________________
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 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. One you have completed the loan exit counseling requirement, the hold will be released.