



SNOW COLLEGE

COMPLETE WITHDRAWAL FROM SEMESTER

POLICY

If circumstances necessitate a complete withdrawal from the semester, a student may do so by following the steps outlined below. A student may turn in a completed withdrawal form through the last day of class in a semester. Once final exams begin, withdrawal forms cannot be processed. Please refer to the current online catalog for the complete withdrawal policy.

NOTE. A complete withdrawal from semester does not release a student from financial obligations. If you received any federal financial aid, funds will be returned to the Department of Education per its return schedule. Students are also responsible to return all keys, uniforms, or other materials that have been issued to them by a program or department before leaving school. Failure to do so will result in replacement fees being assessed to the student's account.

PROCEDURE

1. Complete Section I and sign the form below
2. Meet with an Student Success Advisor
3. Complete Section II with required signatures
4. Turn in keys, uniforms, etc.
5. Turn in completed form to the Registration Windows

SECTION I – STUDENT INFORMATION

Name: _____	Badger ID: _____
Local address: _____	
Home address: _____	
Cell phone: _____	Home phone: _____
Year in College (freshman sophomore, etc.): _____	
Reason for withdrawal: _____	
Do you plan to return to Snow College? _____	If yes, when? _____

SECTION II – REQUIRED SIGNATURES

1. _____ (Student Success Advisor)	2. _____ (Financial Aid)
3. _____ (VA Coordinator – if applicable)	4. _____ (On Campus Housing Office – if applicable)
5. _____ *(Meal Plan – Food Services – if applicable)	<i>*Additional form is needed to terminate meal plan</i>

I, the undersigned, certify that the information provided on this form is complete and correct and do hereby request to completely withdraw from this semester: _____ (semester and year).

Student's Signature: _____ Date: _____