

TO BE COMPLETED BY STUDENT

Name \_\_\_\_\_ W \_\_\_\_\_  
Last First M

Permanent Address \_\_\_\_\_  
City State Zip

Phone # \_\_\_\_\_ Major \_\_\_\_\_

Student Type:  Undergraduate Day  Graduate Day  College of Professional & Continuing Ed.

Are you an International Student?  Yes  No International Services Signature: \_\_\_\_\_

I am withdrawing from: Term  Fall  Spring  Summer Year \_\_\_\_\_

Are you completing your current semester?  Yes  No

**\*If completing the semester the withdrawal effective date is the last day of scheduled classes for the semester.**  
**\*\*If not completing the semester we will use the date you completed on this form as the official withdrawal date. In addition, you will be withdrawn from future semesters.**

Do you plan to return?  Yes  No If Yes, when \_\_\_\_\_ / \_\_\_\_\_  
Term (Fall, Spring, Summer) Year

**Please choose from the following reasons for withdrawal:**

- |  |  |  |
|--|--|--|
| <input type="radio"/> Academic difficulty  | <input type="radio"/> Curriculum /career change          | <input type="radio"/> Career uncertainty |
| <input type="radio"/> Financial difficulty | <input type="radio"/> Personal reason                    | <input type="radio"/> Other _____        |
| <input type="radio"/> Medical              | <input type="radio"/> Transfer (Please list where _____) |  |

**Student Responsibilities: Please ensure that you have cleared your withdrawal with the following offices/departments:**

**DTS:** Do you have a WIT laptop?  Yes Student must return laptop and all accessories to DTS and receive return receipt  
 No Return this form to the Student Service Center

**Housing:** On campus student?  No  Yes\* Building \_\_\_\_\_ Room \_\_\_\_\_  
\*You must notify housing of your withdrawal

**Financial Aid** Financial Aid Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

Did the student began attendance for the term he/she is withdrawing?

**Student Financial Services** Tuition paid in full/current semester  Yes  No

- ✓ Students who officially withdraw will be reviewed for a refund in accordance with the institutional policies outlined in the WIT catalog
- ✓ Students who are receiving federal and/or institutional are subject to the required federal refund and repayment calculation. After a refund is calculated, the student will be notified of any changes in the fin aid package
- ✓ If you live in Wentworth housing, you must take your copy of this form to residential life. Failure to check out with residential life could result in penalties and fines, therefore this withdrawal is not complete until you check out at the Residential life office.
- ✓ Failure to return your laptop could result in negative actions up to and including criminal charges.

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

**Do not write below this line**

SSC processed by \_\_\_\_\_ Date \_\_\_\_\_

Date of Withdrawal \_\_\_\_\_ Last date of attendance \_\_\_\_\_