

University Withdrawal Form

Attention: You have not officially withdrawn until you complete this form and return it to the office of the registrar. Your official withdrawal date will be the date you notify the office of the registrar of your intent to withdraw which is noted on the form below.

Student Full Name: _____ Student ID: _____

Withdrawal Considerations and Exit Interview Checklist

In an effort to assist students with understanding Hannibal-LaGrange University's official withdrawal process and policies, students withdrawing must participate in an exit interview. By initialing and dating the items below, you are verifying receipt and understanding of the withdrawal-related information. NOTE: The student is responsible for reading and understanding all policies pertaining to withdrawal. Additional information can be found in the academic catalog.

Withdrawal Process

Initials: _____

- To officially withdraw, students must complete this form in its entirety and submit it to the office of the registrar. Students are encouraged to seek any help and assistance needed prior to submitting the form.
- In the case of a discrepancy or complaint, students are advised to follow the grievance procedure found in the student handbook.

Housing

Initials: _____

- No refund will be given for room and board after the first day of classes.

Student Accounts

Initials: _____

- Students who withdraw from the university will be notified of their account balance after appropriate calculations from both financial aid and student accounts have been made.
- Any refunds for complete withdrawal from the institution will be based on the date that the completed withdrawal form is received from the student in the office of the registrar.
- No refunds will be made in cases of disciplinary dismissal or suspension.
- Students who withdraw from classes and/or withdraw from the institution may lose all or a portion of applicable institutional or governmental aid.
- Students with delinquent accounts must pay all attorney fees and reasonable collection costs and charges necessary for the collection of any account not paid when due and will be reported to credit bureau.

Financial Aid

Initials: _____

- If you have participated in the federal student loan program, you will be required to complete exit loan counseling at www.studentaid.gov.
- Withdrawal from the university may impact your current financial aid awards and future eligibility in federal and state financial aid programs.

Academic Record

Initials: _____

- Until all financial obligations are satisfied, transcripts and/or grades will not be released.
- Students who withdraw from Hannibal-LaGrange University will receive a grade of W on all incomplete courses not past the last day to withdraw for terms that have started. Withdrawing from the university after the last day to withdraw from a particular course will result in the grade earned for the course.
- Failure to complete the official withdrawal process will result in receiving the grade earned in the course.

Athletes

Initials: _____

- Student athletes are advised to notify their coach prior to withdrawal as withdrawing from an institution can impact current and future athletic eligibility.

International Students

Initials: _____

- Failure to notify the designated school official prior to withdrawal may jeopardize any visa status.

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Complete the previous page prior to this page.

Student Full Name: _____ Student ID: _____

Reason for Withdrawal (check one):

Financial Emotional/Mental Health Physical Health Work Conflicts/Changes Family

Other: _____

Intention to Return (check one):

I do not intend to return to HLGU. I intend to return to HLGU in the _____ semester.

I have read and understood the information on the previous page, and I wish to withdraw from Hannibal-LaGrange University. I understand that to withdraw from housing I must complete the housing withdrawal form in student life.

Student Signature

Date

Staff Use Only Below Line

Office of the Registrar notified of intent to withdraw:

Official withdrawal date

Recorded by

Financial aid processes completed:

Date

Director of financial aid or designee

Student removed from courses in system:

Date

Registrar or designee

Student accounts processes completed:

Date

Student accounts manager or designee

STUDENT ACCOUNTS USE ONLY

Beginning account balance: _____ Balance due: _____

Refund amount (if applicable): _____