

SEMESTER/YEAR:

Fall _____
Midwinter _____
Spring _____
Summer I _____
Summer II _____



Enrollment Services
Records and Registration
Box C-2, LH 213
Alpine, TX 79832
(432) 837-8049
Fax: (432) 837-8411

OFFICIAL WITHDRAWAL FORM

Please print or type.

Student Name:	Student ID Number:
<i>Last</i>	<i>MI</i>

Permanent Address:		
<i>Street:</i>	<i>City:</i>	<i>State/Zip:</i>

Permanent Phone:	Cell Phone:	Email Address:
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The official withdrawal from Sul Ross State University will only be processed using this official form. Please circle the primary reason for withdrawal.

- | | | | |
|-----------------------------|----------------------------------|----------------------------|--------------------------------|
| 00 - Unknown/Other _____ | 04 - Employment Conflict | 08 - Lack of Study Skills | 12 - Transfer to New School |
| 01 - Medical Problem | 05 - Transportation Difficulties | 09 - Academic Problems | 13 - Conduct Problems |
| 02 - Financial Difficulties | 06 - Military | 10 - Lack of Prerequisites | 14 - Administrative Withdrawal |
| 03 - Family Problems | 07 - Deceased | 11 - Changed Major | |

Grade Information: Contact your instructor(s).

Refund Information: Contact the Cashiers Office at 432-837-8050, options 2 - 2.

It is the responsibility of the student to contact the appropriate offices (if applicable) below to ensure proper withdrawal:

Financial Aid recipients – Financial Aid Office – LH 100	Student’s Initial
Cashiers Office – LH 100	_____
Residential Life for proper checkout (on-campus students) – LVCB	_____
Veterans – Veterans Affairs – LH 213	_____
Athletes – Athletic Compliance Office – PPGP 108	_____

DEPARTMENT OF HOUSING AND RESIDENTIAL LIFE

Students who currently reside in university housing need to contact Residential Life to arrange for a contract cancellation, due to withdrawal from the university.

FINANCIAL AID RECIPIENTS

Are you receiving any form of financial aid (grants, loans, work study)? *YES _____ NO _____

*You will be required to repay any unearned portion of the financial aid you have received.

If you are withdrawing in person, you must speak with a Financial Aid and Scholarships counselor to discuss your financial aid liabilities (if any) and your payment options. If you are not withdrawing in person, you are responsible for reading all notifications (emails and/or letters) sent to you regarding your financial aid liabilities (if any) and your payment options.

I understand that I have officially withdrawn from the current semester only. I further understand that I will remain responsible for any and all debt incurred at Sul Ross State University.

STUDENT SIGNATURE:	DATE:
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FOR OFFICE USE ONLY:

In Person:	Department Request:	Processed by:
By Email/Mail/Fax:		
International Student:	Cancelled Class:	Effective Date: