



POTOMAC STATE COLLEGE

STUDENT WITHDRAWAL INFORMATION

Name: \_\_\_\_\_ Year: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Summer \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

International Student? Yes \_\_\_ No \_\_\_  
Visa Type: \_\_\_\_\_

Permanent Telephone: \_\_\_\_\_

Local Telephone: \_\_\_\_\_

REASON FOR WITHDRAWAL

(Please, check only one reason):

- \_\_\_ Academic Difficulty (01)
- \_\_\_ Insufficient Financial Resources (02)
- \_\_\_ Medical Problems (03)
- \_\_\_ Personal (04)
- \_\_\_ Lack of Interest (05)
- \_\_\_ Dissatisfied with Course/Instructor (06)
- \_\_\_ Dissatisfied with this College (07)
- \_\_\_ Desired Courses not Available (08)
- \_\_\_ Career Plans Uncertain (09)
- \_\_\_ Employment/Job Conflict (10)
- \_\_\_ Transfer (Name of Institution) \_\_\_\_\_ (11)
- \_\_\_ Administrative Withdrawal (12)
- \_\_\_ Other: Please Specify \_\_\_\_\_ (13)

OTHER CONSIDERATIONS

Currently receiving financial aid?

Yes \_\_\_ No \_\_\_

Have you received student loans while enrolled at PSC?

Yes \_\_\_ No \_\_\_

Do you live in PSC Housing?

Yes \_\_\_ No \_\_\_

Residence Hall: \_\_\_\_\_

Move out date: \_\_\_\_\_

Do you plan to return to PSC? \_\_\_\_\_

If yes, what term? \_\_\_\_\_

\_\_\_ **Military – A review with an Enrollment Services withdrawal professional is advisable with regard to a Military withdrawal. To process a full refund, we will need a copy of the student’s activation papers.** (14)

SIGNATURE REQUIRED:

I understand the following: 1) Any financial obligation due to PSC such as tuition, housing charges, chemistry laboratory breakage, library book fines, parking fines, etc., **SHOULD** be paid prior to withdrawal. 2) If I am contracted with PSC housing, I am required to vacate and return my keys within 24 hours of withdrawal. 3) My Student ID Card will be deactivated within 24 hours of withdrawal.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_