STUDENT WITHDRAWAL INFORMATION

Name: ___________________________________________________ Year: _______________

Student ID Number: ________________________________________ Fall ____ Spring ____

Permanent Address: ________________________________________ Summer ____

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)

___ 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)

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? _____________________

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: __________________

(Share Drive): S:\\SSD\STAR Documentation\Forms\Registration\REGFORM016P - Potomac State College Student Withdrawal Information.doc  15-Aug-05