**WITHDRAWAL FORM**

Complete the following form if you wish to **WITHDRAW** from all of your semester/term classes.

**NAME**- Last: First: Middle:

**ADDRESS-** Street Address:

 City: State: Zip Code:

**PHONE #:**

**STUDENT ID #:**

**Email:**

**TODAYS DATE:** **LAST DATE OF ATTENDANCE:**

|  |  |
| --- | --- |
| **I AM AN ONLINE STUDENT** |  Y or N |
| **I AM A COLLABORATIVE STUDENT (attend classes at another college)** |  Y or N |
| **THE SEMESTER (TERM) IN WHICH I WISH TO WITHDRAW FROM:** |  |
| **I RECEIVE VA BENEFITS:** | Y or N |

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| --- |
| **REASON FOR WITHDRAWAL: (CHECK ALL THAT APPLY)**□ Desired major was not offered by this college. □ Uncertain about career/major. □ If checked, what major have you selected? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Cultural/Racial differences.□ Accepted a full-time job or job conflict. □ Financial aid unavailable.□ Illness. □ Personal/Family.□ Wanted to move closer to family or loved ones. □ Needed a break from college life/studies.□ Lack of motivation to attend class. □ Impersonal attitude of faculty or staff. □ Disappointed by quality of instruction. □ Dissatisfied with my grades.□ Decided to transfer. □ Academic Advising was inadequate. □ If checked, where to? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ Joining the service.□ Other. □ Going on a church sponsored mission. □ If checked, please explain. □ Climate (Weather) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **IF STUDENT ATHLETE, PLEASE COMPLETE THIS SECTION (IF NOT, SKIP TO NEXT SECTION): (CHECK ALL THAT APPLY)**□ I did not receive adequate playing time. □ My scholarship got decreased.□ I was injured while playing, or in the off season. □ Disagreements with coaches.□ I did not get along with my teammates. □ I was recruited and accepted at another college/university.  |
| **IF ONLINE STUDENT, PLEASE COMPLETE THIS SECTION (IF NOT, SKIP TO NEXT SECTION): (CHECK ALL THAT APPLY)**□ Academic Difficulty Level Unexpected. □ Online Learning does not fit my learning style.□ Financial Reasons. □ Major Unavailable.□ Time Management Issues. □ Other, please explain. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Please indicate by printing your name below if this withdrawal form and process has been conducted via phone or e-mail and is being completed by an Advisor or Staff Person:**  |

Return this Form

To the Enrollment/Student Services Office in Main 107

![C:\Users\haylee.thomason\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\ULG4V2QB\MC900442024[1].wmf]()Are you leaving the Mayville Comets?

\*If you are withdrawing from all of your coursework for the term, you will need to complete the attached form and return it to the **Student Services/Enrollment Services office located in Old Main, Room 107**.  ***This form is available at one of the following offices:***

 ***Student/Enrollment Services – Main 107***

 ***Counseling Office – Classroom Building 115C***

 ***Student Success/Disabilities Services – Classroom Building 108***

 ***Academic Records Office – Main 114***

**Things to do before your withdrawal is complete:**

* If you live in the residence hall, complete room check-out with the hall staff. If you live in a single student apartment, or family housing notify the Student Life office (Campus Center 103) or at 701-788-4697.
* Arrange to pay any outstanding bills with the Business Office. 701-788-4757 or 800-437-4104 ext. 34757.
* Contact Financial Aid if you have had any aid, including loans. You must receive exit counseling from the Financial Aid office in Main 106. 701-788-4767 or 800-437-4104 ext. 34767.
* Leave forwarding address and return mailbox key at the Mail Room in the lower level of Main Building. 701-788-4760.