

Withdrawal effective date is the last day of scheduled classes for the semester. If not completing the semester the date the form is completed will be used as the official withdrawal date and pre-registration beyond the withdrawal semester will be canceled.

TO BE COMPLETED BY STUDENT

Student Name:		Email:		WIT ID:	
Address:		City:		State:	
Major:		Student Type:		Undergraduate Graduate	
Reason for Withdrawal: (Check all that apply)	Academic Difficulty		Career Uncertainty		Curriculum/Career Change
	Financial Difficulty		Withdrawal		Academic Sanction - Probation/Dismissal
	Transfer		Where:		
Withdrawal Semester:		Fall Spring		Summer Year:	
Returning Semester:		Fall Spring		Summer Year:	

CHECK ALL THAT APPLY

Do you live in university housing?	Yes	No	If Yes, Housing & Residential Life signature is required
Are you an International Student?	Yes	No	If Yes, International Student Services signature is required
Do you have a WIT laptop?	Yes	No	If Yes, Student must return laptop and all accessories to DTS and receive a return receipt
Are you completing your current semester?	Yes	No	
Tuition paid in full/current semester	Yes	No	

SIGNATURES

Student Signature:	Date:
Housing & Residential Life Signature:	Date:
Financial Aid Signature:	Date:
Student Financial Services Signature:	Date:
International Student Services Signature:	Date:

TO BE COMPLETED BY REGISTRAR'S OFFICE

Effective Withdrawal Date:	End of Term Financial Withdrawal
Date of Determination:	End of Term Withdrawal
Registrar Approval:	Administrative Withdrawal

*Students who officially withdraw will be reviewed for a refund in accordance with the institutional policies outlined in the WIT academic catalog. **Students who are receiving federal aid and/or institutional aid are subject to the required federal refund and repayment calculation. After a refund is calculated, the student will be notified of any changes in the financial aid package. ***If you live in Wentworth housing, you must take your copy of this form to Housing and Residential Life. Failure to check out with Housing and Residential Life could result in penalties and fines, therefore this withdrawal is not complete until you check out with the Housing and Residential Life Office. ****Failure to return your laptop could result in negative actions up to and including criminal charges.