



# Withdrawal Pre-Authorization Form

## PART A

**Instructions:** This form is to be used by a current student who wishes to obtain information on withdrawing from **ALL** current courses.

**THIS FORM DOES NOT FACILITATE A WITHDRAWAL. YOU MUST BRING THIS COMPLETED FORM BACK TO THE REGISTRAR'S OFFICE TO COMPLETE PART B.**

### STUDENT INFORMATION

Student ID (A#): \_\_\_\_\_

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

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Please indicate which term (semester and year) you are inquiring about:

Spring     Summer I (MayMester Included)     Summer II     Fall Year: \_\_\_\_\_

*I understand that this form is for information and advisement only before completing the Withdrawal Authorization Form (PART B). All applicable offices below should be contacted prior to submission of PART B. I understand that the withdrawal will be completed as of the effective date of this action and any refund or debt to the University will be in accordance with set forth rules by the Business Office.*

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

**\*Students receiving any of these services must have approval and obtain applicable signatures to withdraw. A withdrawal may affect your financial aid, scholarships, and certification eligibility. It is your responsibility to contact the appropriate offices below:**

### For Official Use Only

\*Financial Aid \_\_\_\_\_

\*Veterans Affairs \_\_\_\_\_

\*Housing \_\_\_\_\_

\* International Education \_\_\_\_\_

\*Athletics \_\_\_\_\_

**NOTE: YOU MUST RETURN TO THE REGISTRAR'S OFFICE WITH THIS FORM TO COMPLETE PART B OF THE WITHDRAWAL PROCESS.**