

STUDENT WITHDRAWAL INFORMATION

Name: _____

Semester: _____

Student ID Number: _____

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 the Registrar’s Office 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

Are you an International Student? Yes No

If yes, what visa type: _____

Currently receiving financial aid? Yes No

Have you received student loans while enrolled at WVUIT?

Yes No

Do you live in WVUIT Housing? Yes No

Residence Hall: _____

Move out date: _____

Do you plan to return to WVUIT? Yes No

If yes, what term? _____

CONFERENCE

Conference with Advisor and Dean in your program of study.
 Dean – College of Business, Humanities, & Science COBE Room 227
 Dean – Leonard C. Nelson College of Engineering – Engineering Bldg Mezzanine

Advisor Signature

Chemistry Dept. Signature-Returned lab key and manual

Dean BHSS/LCNCEs Signature

Dean of Students Signature

SIGNATURE REQUIRED

I understand the following: 1) Any financial obligation due to WVUIT such as tuition, housing charges, chemistry laboratory breakage, library book fines, parking fines, etc., **MUST** be paid prior to withdrawal. 2) If I am contracted with WVUIT 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. 4) I should file a personal information change form if any of my contact information is changing.

Student Signature: _____ Date: _____

Return completed form to the Registrar’s Office, Old Main Room 119.

Office Use Only:

Type of Withdrawal: EW SW DD

SEVIS Processing? Yes No Completed: _____

VA Processing? Yes No Completed: _____