

**Important Information for Students – READ CAREFULLY!**

- **STUDENTS RECEIVING FINANCIAL AID** should talk to a financial aid advisor before withdrawing. Withdrawal from the University does not cancel all tuition and fees, but can substantially affect aid eligibility. Failure to comply may result in your owing a substantial sum rather than having a zero balance or a refund.
- **INTERNATIONAL STUDENTS holding F-1 or J-1 student visas must go to International Student Services in Bizzell East by 5 p.m. the day you begin your withdrawal process** in order to protect your rights to any refunds due you. In addition, the ISS advisor will explain how withdrawing may affect your immigration and sponsored program status, and will explain how readmission requirements affect you.
- Once you have completed the Student Request for Official Withdrawal form and your withdrawal has been entered by your academic college, you will be considered withdrawn from the University. You will no longer be entitled to use services or facilities provided for the benefit of Texas A&M University students unless you have made prior arrangements with specific University departments.
- It is your responsibility to protect your entitlement to refunds, to fulfill your obligations concerning financial aid, and, if applicable, to return equipment and uniforms in order to avoid being billed for those items.
- Please review the instructions below for contacting various service offices and contact those that apply to you before you leave the University to ensure you leave in good standing and that you will receive any refunds to which you are entitled. *Failure to clear with the appropriate offices also may result in processing delays should you decide to re-enroll at a later date or require access to your academic record.*
- **THE UNIVERSITY ASSUMES NO RESPONSIBILITY FOR LOST OR REDUCED REFUNDS, OR LOSS OF FINANCIAL AID OR OTHER ENTITLEMENTS IF YOU FAIL TO CLEAR THROUGH THE APPROPRIATE OFFICES.**

*You must clear your account with...*

Student Accounts and Billing Services General Services Complex, Suite 2801	...if you owe fees or loans to the University.
Scholarships & Financial Aid 2 <sup>nd</sup> Floor, Pavilion	...if you have received financial assistance in the form of a scholarship, loan, or other federal, state, or University aid (including academic scholarships). Failure to contact Scholarships & Financial Aid could affect your eligibility for future assistance. (979) 845-3236
Veteran Services 2 <sup>nd</sup> Floor, Pavilion, Room 222	...if you receive education benefits under the G.I. Bill or Hazelwood exemption.
Campus Dining Office Commissary, Agronomy Road	...if you have a meal plan. Any refunds due to you will be prorated based on the day you contact Dining Services and your meal plan is deactivated.
Housing Office Cain Hall, B-Wing, Room 140	...if you are living in a residence hall on campus. You must make arrangements to vacate your room.
University Apartments Office 202 Charles Haltom, Community Center	...if you are living in an apartment on campus. You must make arrangements to vacate your apartment.
Student Publications Reed McDonald Building	...if you wish to request a refund for a yearbook or student directory.
Transportation Services Koldus Building, Suite 108	...if you wish to request a refund for a parking permit. You must surrender your hang tag in order to receive credit.
Corps of Cadets Lounge B	...if you are a member of the Corps, to receive information about vacating your room, returning uniforms and equipment and to avoid charges and fines.
ATHLETIC TICKET OFFICE: The Zone at Kyle Field	...if you need to request a refund for your Athletic Sports Option.
<b>VARSITY STUDENT ATHLETIC SERVICES:</b> --Athletic Compliance Office, 2 <sup>nd</sup> Floor, Bright Football and Academic Center Building (Academic Area) --Coordinator for Student Athlete Services, 2 <sup>nd</sup> Floor, Bright Football and Academic Center Building (Academic Area) --Your coaching staff	...to receive information about academic eligibility status. (979) 845-1904 ...to clear any financial blocks related to athlete services. (979) 845-1765 ...to return uniforms and equipment to avoid being charged for the items.

## Official Withdrawal



### Withdrawal Procedures for Dean's Office

- **IMPORTANT:** All withdrawals must be entered into Compass on the date the student submits a Student Request for Official Withdrawal. Withdrawals are effective as of the date entered, and may not be entered at a later date and then backdated, except under special circumstances and only by the Office of the Registrar. A delay in entry of the withdrawal can result in a significant financial penalty to the student.
- Students may not withdraw after the withdrawal deadline except in unusual, nonacademic circumstances as approved by their academic dean. *Students may not withdraw during final examination periods. (Student Rules, Section 17.1)*
- A student who wishes to withdraw must have the approval of his/her academic dean or dean's representative.
- A student who wishes to withdraw should be advised to consider all consequences of withdrawing from the University. Students receiving financial aid should contact a financial aid advisor to determine what impact withdrawing will have on current and future financial aid eligibility. Student athletes should contact the Athletic Compliance Office to determine how withdrawing will affect their eligibility to participate in NCAA competition. Students living in on-campus residence halls will be required to vacate their residence hall room within a specific period of time as determined by the Housing Office.
- **International students must contact an International Student Services advisor for information on how withdrawing will affect their immigration and/or sponsored program status.**
- The academic dean or dean's representative will require the student to complete the appropriate sections of the Student Request for Official Withdrawal and review and acknowledge their responsibilities as outlined in Important Information for Students. Failure to return equipment, uniforms, or other materials, or failure to contact appropriate offices to request refunds may result in a loss of the student's entitlement to such refunds. *The student may also encounter difficulties if he/she plans to return to the University or requires an official transcript.*
- It is important to advise the student that once the withdrawal is entered, the student is no longer considered enrolled and will no longer be entitled to use University services and/or facilities beyond any prior arrangements made by the student with individual departments.
- The academic dean or dean's representative will complete the Dean's Authorization to Withdraw section of the Student Request for Official Withdrawal and enter the appropriate withdrawal code on the SZAREGS form. The official withdrawal date is automatically assigned as the date the withdrawal code is entered in Compass.
- The academic dean or dean's representative must forward the original Student Request for Official Withdrawal form to the Records Section of the Office of the Registrar at the General Services Complex, Mail Stop 0100, for permanent archiving. A photocopy of the withdrawal form, along with the Important Information for Students page should be given to the student; another copy may be retained in the dean's office if desired.
- In an emergency situation, a student or parent may request withdrawal of the student via the telephone. In those cases the date of withdrawal will be the date the withdrawal code is entered in COMPASS. However, written confirmation by letter, fax, or a completed Student Request for Official Withdrawal is required so that a permanent record of the student's signature may be retained on file in the Office of the Registrar, Records Section. The academic dean or dean's representative should request that verification documents be sent within five working days and place a block on the student's record to ensure compliance. Failure to receive written notification will not affect the status of a withdrawal, but it does omit an important piece of documentation should the matter be questioned or appealed at a later date.
- **It is important to remember that once approved and entered in COMPASS, a withdrawal is considered final. However, the COMPASS system will not post updates to the student's semester grades (from IP to W) or publish withdrawal reports until after 5 p.m. each day.** This permits the academic dean or dean's representative to reverse a withdrawal until 5 p.m. on the day the action was entered.
- If a student is withdrawn in error, you must contact the Records Section of the Office of the Registrar at 845-1003.

OFFICE OF THE REGISTRAR

Student Request for Official Withdrawal



This form can be filled out with Adobe Acrobat and then printed for signatures. Upon completion, this form should be returned to Texas A&M University, Office of the Registrar, Records Section, P.O. Box 30018, College Station, TX 77842-3018. Any questions may be directed to 979-845-1003 or records@tamu.edu.

Students requesting withdrawal must read Important Information for Students before completing the withdrawal process.

THIS PART TO BE COMPLETED BY THE STUDENT REQUESTING WITHDRAWAL

UNDERGRADUATE STUDENTS whose official withdrawal date is prior to the 12th class day of a fall or spring semester must apply for readmission to re-enroll at Texas A&M University.

Name: Last First Middle SID:

Local Address or Residence Hall Room:

Permanent Address (for refunds):

Major: Classification: U0 U1 U2 U3 U4 U5 G6 G7 G8 G9 V1 V2 V3 V4 (Circle One)

Are you an international student? Yes No
Do you hold a fellowship or assistantship? Yes No (must maintain a min. 9 enrolled hours to retain)
Are you a student-athlete? Yes No

Reason for withdrawal:

I hereby request that I be withdrawn from Texas A&M University subject to all regulations pertinent to withdrawal and refunds and affirm that all above information is correct. I understand that subsequent registration or readmission must be in accordance with the University's regulations in effect at that time. I understand that all financial obligations to the University must be paid before I may register again or receive copies of my academic records. If I am eligible for any refund, I understand that it will be computed as of the effective date of this action and may be reduced by any debt I currently owe the University or by my failure to complete the withdrawal process. I understand that any hours from which I withdraw after the 12th class day of a fall or spring semester, or the 4th class day of a summer session, will count as attempted hours for the purposes of the Excess Credit Hour Rule and the \$1,000 Tuition Rebate. I have read and fully understand the information contained in Important Information for Students and accept full responsibility for any and all consequences of withdrawing from Texas A&M University.

Student's Signature: Date:

THIS PART TO BE COMPLETED BY ACADEMIC DEAN OR DEAN'S REPRESENTATIVE

The student listed above, enrolled in the College of has been withdrawn from Texas A&M University. (International students must report to the International Student Services office after leaving their dean's office.)

Please advise UNDERGRADUATE STUDENTS whose official withdrawal date is prior to the 12th class day of a fall or spring semester that they will be required to apply for readmission to re-enroll at Texas A&M University.

Official Withdrawal Date: Semester 20 Spring SSI SSII 10-WK Fall V

Comments:

Dean or Representative Signature Title