

COMPLETE WITHDRAWAL FROM COLLEGE – THROUGH 50TH INSTRUCTIONAL DAY

Name: _____ Student ID: _____

Phone #: _____ Email: _____

Address: _____

Refund Schedule:

1st – 5th day of class instruction = 90% refund 6th – 10th day of class instruction = 75% refund

11th – 15th day of class instruction = 50% refund 16th+ days of class instruction = 0% refund

Semester: Fall 20____ Spring 20____ Summer 20____

Withdrawal Reason: - Academic - Employment - Financial - Personal

By initialing each statement below, I am indicating that I fully understand the withdraw process and the effects that withdrawing will have regarding on my academic record:

_____ If I withdraw between the 1st and 15th instructional day of a semester, a withdrawal date will be noted, but classes will not appear on a transcript. Any refund of fees (if applicable) will be based upon the published refund schedule. **(Student athletes are warned that as little as one day of attendance counts as a semester for NAIA eligibility purposes.)**

_____ Withdrawal from the 16th through the 50th instructional day of a semester (or an equivalent number of instructional days during summer semester) will result in a grade of "W" on your transcript for each class this term.

_____ I am responsible for any unmet financial obligations to the college.

_____ If I receive financial support from a third party, I will notify them of my change of status.

_____ I understand that my withdrawal may affect my financial aid eligibility in the future.

When all signatures have been obtained, sign the form, and bring it to the Enrollment Services Office. **Your withdrawal will not be processed until Enrollment Services receives the completed request.**

Executive Director of Student Success: Academic Center for Excellence 3.138 406.496.4166

Financial Aid: SSC 3.126 financialaid@mtech.edu 406.496.4223 Date: _____

Business Office: SSC 3.126 businessservices@mtech.edu 406.496.4250 Date: _____

Student signature: _____ **Date:** _____ **Acct. Balance \$:** _____

Date Processed: _____ Processed by: _____ Email instructors: _____ Refund %: _____