

# Semester Withdrawal Form

Purpose – To completely withdraw from all classes in the listed semester.  
Questions contact - Registrar's Office, Palmer Hall, registrar@montevallo.edu, 205-665-6040

UMID: \_\_\_\_\_ Semester withdrawing from \_\_\_\_\_

NAME: \_\_\_\_\_ Level (circle one): UG GR

Major/Program: \_\_\_\_\_ If UG, circle classification: SR JR SOPH FR

Current Advisor: \_\_\_\_\_ Check any that apply:

Do you plan to return to UM?  Yes  No  Athlete  International Student

If yes, semester and year of return: \_\_\_\_\_  Veteran  Gear-Up Scholarship

Select reason(s) for withdrawal:  Honors Program  Pending Graduation

<b>ACADEMIC</b>	<b>FINANCIAL</b>	<b>PERSONAL/LIFE</b>
<input type="checkbox"/> Course(s) no longer needed	<input type="checkbox"/> Lack of funds to continue	<input type="checkbox"/> Accepted new job
<input type="checkbox"/> Did not pass required exam (Praxis, MAT)	<input type="checkbox"/> Unable to obtain sufficient financial aid	<input type="checkbox"/> Change in career plans
<input type="checkbox"/> Dissatisfied with academic advising		<input type="checkbox"/> Family obligations
<input type="checkbox"/> Dissatisfied with academic performance		<input type="checkbox"/> Housing issue
<input type="checkbox"/> Dissatisfied with academic program	<b>TRANSFERRING</b>	<input type="checkbox"/> Lack of child care
<input type="checkbox"/> Dissatisfied with learning environment	<input type="checkbox"/> Transferring to: _____	<input type="checkbox"/> Military service
<input type="checkbox"/> Dissatisfied with quality of teaching		<input type="checkbox"/> Moving out of area

<b>CAMPUS LIFE</b>	<input type="checkbox"/> Seeking major not available at UM: _____	<input type="checkbox"/> Change in work schedule
<input type="checkbox"/> Dissatisfied with campus life		<input type="checkbox"/> Transportation issue
<input type="checkbox"/> Dissatisfied with on-campus housing		

OTHER: \_\_\_\_\_

Are you using financial aid or scholarships?  Yes  No Do you live in on-campus housing?  Yes  No

A student receiving financial aid should contact the Student Aid office prior to withdrawing from the University, as this may result in repayment of financial aid and a balance due on the student's account. Contact finaid@montevallo.edu or 205-665-6050.

A student residing in University housing must notify the Office of Housing and Residence Life of his or her intent to withdraw and must check out of the residence hall within 24 hours of withdrawal. Contact housing@montevallo.edu or 205-665-6235.

## Acknowledgement and Signature

- Graduate students must submit form to the Office of Graduate Studies, Ramsey Hall, grad@montevallo.edu, 205-665-6560
- Undergraduate students must submit form to the Student Aid Office, Palmer Hall, finaid@montevallo.edu, 205-665-6050

Acknowledgement - I understand that financial aid eligibility, veteran education benefits, athletic eligibility, tuition refund, eligibility for housing, and housing refund may be affected by my withdrawal from the University. I understand that it is my responsibility to contact the appropriate offices or departments for information and/or assistance with these issues.

Student's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Office of Graduate Studies: \_\_\_\_\_ DATE: \_\_\_\_\_

Student Aid Office: \_\_\_\_\_ DATE: \_\_\_\_\_

Registrar's Office: \_\_\_\_\_ DATE: \_\_\_\_\_

### Step 4: Registrar's Office only.

Check here if withdrawal request was withdrawn and attach documentation

Send copy when completed to: Student Aid, Housing, Library, Student Accounts, Graduate Studies (if graduate student)

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 02/2/2023