



Request for Withdrawal from the University

Montana State University-Northern

(Students should fill out this form if they are dropping ALL of their classes.)

STUDENT'S NAME: _____ Term: _____
(Last) (First) (Middle)

I.D.# (Social Security #): _____ Number of Credits Currently Carrying: _____

STUDENT'S SIGNATURE: _____

As part of the withdrawal process, students will need to collect signatures from certain individuals on campus. The signatures are necessary to insure compliance with governmental or institutional policy, or the possible refund of money. The signatures needed for the form depend on each student's situation. For instance:

- 1.) IF the student is receiving any form of financial aid from Montana State University-Northern, the financial aid office must sign this form.

Financial Aid Date

- 2.) IF the student is living in the residence halls or family housing at Montana State University-Northern, the Director of Student Life or his/her designee, must sign this form.

Student Life Date

- 3.) IF the student is carrying nine (9) or more credits at Montana State University-Northern, the student's academic advisor must sign this form

Advisor Date

- 4.) IF the student is carrying nine (9) or more credits at Montana State University-Northern, the Dean of Students/Registrar or his/her designee must conduct an exit interview.

Dean of Students/Registrar Date

AFTER THE APPROPRIATE SIGNATURES ARE OBTAINED, this form should be returned to the Registrar's Office.

Refund of tuition and fees shall be made according to Montana Board of Regents policy. Refunds are calculated based upon the date this form is returned to the Registrar's Office. Any questions regarding refunds should be directed to the Business Office.

Registrar's Office Date Returned

If a student is eligible for a refund of tuition and fees, that refund should be sent to:

Address: _____

City: _____ State: _____ Zip Code _____