



MONTANA STATE UNIVERSITY

NORTHERN University Withdrawal

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

(Please use standard blue or black pen.)

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

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

STUDENT'S SIGNATURE: _____

REASON(S) FOR WITHDRAWAL (select as many that apply):

- Medical
- Personal/Family Reasons
- Closed class sections
- Joined/Activated Military
- Work Conflict
- Homesick
- Transferring to another school
- Other: _____
- Classes too hard
- Financial Aid
- Dissatisfaction with service
- Cost
- Moving out of area

DO YOU PLAN ON RETURNING TO NORTHERN? Yes No If so, when? _____

As part of the withdrawal process, students need to collect signatures from certain individuals on campus. The signatures are necessary to insure compliance with governmental or institutional policy, possible refund of money, or return of financial aid funds. 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 carrying nine (9) or more credits at Montana State University-Northern, the student's academic advisor must sign this form

Advisor 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. In some cases, the student is required to repay their financial aid funds.** 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 _____