

# Resignation Form

2 I I L F H R I W K U H 5 H J L V W U D

Please use this form to withdraw from all classes for the current semester.  
To drop individual classes, use the Add/Drop form.

\_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer

2 X U G H V L students to succeed in reaching their college goals. All students should carefully consider their decision to initiate their U H V L J Q D W H E R Q from university.

Student ID: \_\_\_\_\_

Name: \_\_\_\_\_  
Last, First, MI

Address: \_\_\_\_\_

Phone Number \_\_\_\_\_

Reason: \_\_\_\_\_

I wish to resign from all of my classes this semester. I understand that this request may not be completed until I have contacted my advisor and course instructors. I also understand that there may be serious impact from this action if I receive any type of financial aid including grants, loans, or scholarships. The Financial Aid Office will be notified regarding my resignation from classes.

I understand that only those resignations submitted during the refund period will be eligible for a refund and have reviewed the refund schedule that is published on the Registrar's website. I also understand that 100% refunds are not issued S U L R U W R W K H F O D V X even if a student's specific classes start after that day. I understand that if I am on a payment plan, I am still responsible for the original tuition and fee charges and that even if I resign during a refund period, I may still have future payments due on my plan.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date of Request

If the timing of my resignation is after the 12<sup>th</sup> class day in the Fall/Spring or after the 4<sup>th</sup> class day in the Summer, I understand that I must complete a withdrawal form in addition to the resignation form and obtain the signature of all instructors.

Resignations/Withdrawal forms will be processed as of the O D V W G D \ R I D W W H Q G D L Q D V R Q G W K H Z L W K G U D Z D O I R U P.