SEMESTER/YEAR:

- ☐ Spring _____
- ☐ Mini _____
- ☐ Summer I_____
- ☐ Summer II _____
- ☐ Fall _____

TEXAS STATE
The rising STAR of Texas

TODAY'S DATE: _____

Office of the Registrar – Records
601 University Drive, JCK 111
San Marcos, TX 78666
(512) 245-2367 Fax: (512) 245- 8126

OFFICIAL WITHDRAWAL FORM

Please print or type.

Student Name:			Student ID Number:
Last	*First*	*MI*	
Permanent Address:			
Street:		*City:*	*State/Zip:*
Permanent Phone:	Cell Phone:		Email Address:

The official withdrawal from Texas State University will only be processed using this official form. Please circle the primary reason for withdrawal.

00 – Unknown/Other _____	04 – Employment Conflict	08 – Lack of Study Skills	12 – Changed Major
01 – Medical Problem	05 – Transportation Difficulties	09 – Academic Problems	13 – Transfer to New School
02 – Financial Difficulties	06 – Military	10 – Teacher Conflict	14 – Conduct Problems
03 – Family Problems	07 – Deceased	11 – Lack of Prerequisites	15 – Administrative Withdrawal

Grade Information: Contact your instructor(s).
Refund Information: Contact the Student Business Services Office at 512-245-2544.

It is the responsibility of the student to contact the appropriate offices (if applicable) below to ensure proper withdrawal:

	Student's Initial
Financial Aid recipients – Financial Aid Office – JCK 228	_____
Student Business Services – Collections Office – JCK 101	_____
On-Campus Students – Residence Hall Director for proper checkout	_____
Veterans – Veterans Affairs – JCK 111	_____
Athletes – Athletic Compliance Office – DBC 140	_____

DEPARTMENT OF HOUSING AND RESIDENTIAL LIFE

Students who currently reside in university housing need to contact the Department of Housing and Residential Life to arrange for a contract cancellation, due to withdrawal from the university.

FINANCIAL AID RECIPIENTS

Are you receiving any form of financial aid (grants, loans, work study)? *YES _____ NO _____

*You will be required to repay any unearned portion of the financial aid you have received.

If you are withdrawing in person, you must speak with a Financial Aid and Scholarships counselor to discuss your financial aid liabilities (if any) and your payment options. If you are not withdrawing in person, you are responsible for reading all notifications (emails and/or letters) sent to you regarding your financial aid liabilities (if any) and your payment options.

I understand that I have officially withdrawn from the ***current semester only***. I further understand that I will remain responsible for any and all debt incurred at Texas State University.

STUDENT SIGNATURE: DATE:

FOR REGISTRAR'S OFFICE USE ONLY:

In Person:	Department Request:	Processed by:
By Email/Mail/Fax:		
International Student:	Cancelled Class:	Effective Date:

White Copy: **Registrar's Office** Blue Copy: **Student**