

College Withdrawal Form



Wells College

Students desiring to take a leave of absence or withdraw from Wells College must complete this form, obtain the signatures of those officials indicated below, and meet with the Dean of Students. Please refer to the current Wells College Catalog for additional information.

Bring this completed form to the Division of Academic and Student Life, Macmillan 210.

Today's Date _____ Name _____ ID # _____

E-mail _____ Date Enrolled at Wells _____ Cell Phone _____

Home Phone _____ Permanent Address _____

Best way to reach you once you leave Wells (*check one*): E-mail Cell Phone Home Phone

I plan to withdraw as of _____ Class Year _____
mm/dd/yyyy

I plan to transfer to another institution beginning _____ Institution _____
term, year

Major or Intended Major _____

OBTAIN SIGNATURES REQUIRED BELOW

The student and I: HAVE discussed the withdrawal implications of his/her academic program.
 HAVE NOT discussed the withdrawal implications of his/her academic program.

Registrar's Office

Date

Is the student enrolled in courses in Summer/January?

Yes No

The student: HAS notified the Financial Aid Office of his/her withdrawal.
 HAS NOT notified the Financial Aid Office of his/her withdrawal.

Financial Aid Office

Date

Is the student eligible for Financial Aid upon return?

Yes No

Satisfactory arrangements: HAVE been made for the payment of all College accounts.
 HAVE NOT been made for the payment of all College accounts.

Controller

Date

Tuition amount due for course work in progress: _____

Outstanding balance: _____

STUDENT SIGNATURE

I acknowledge that my withdrawal may adversely impact my current and future financial aid awards and result in a balance due to Wells College. I accept responsibility for any and all amounts due to the College consistent with the policies outlined in the College Catalog.

Student Signature

Date

Dean of Students (Final Signature)

Date

FOR OFFICE USE ONLY

DATE RECEIVED _____

REASON CODE _____

DISCIPLINARY FILE? Y N

CONDITIONS FOR RETURN? Y N