

*Upper Iowa University*  
**STUDENT NOT-RETURNING/WITHDRAWAL NOTIFICATION FORM**

Student's Full Name \_\_\_\_\_

ID # \_\_\_\_\_

Today's Date \_\_\_\_\_

**PROCEDURE:**

1. Return ID card, library card, calculator (if applicable) and Rec Center card. Residence hall students need to make an appointment with his/her Resident Assistant for room check out. Failure to formally check out of your residence hall room will result in additional charges.
2. Record the last date of class attendance on the reverse.
3. Read and sign form. Take this form to the administrative offices listed below in the order indicated.

**PLEASE NOTICE:**

1. When a student does not complete the formal withdrawal process from the college, a grade of "NA", "AW" or "F" is automatically recorded on the academic record dependent upon the last date of attendance.
2. Transcripts are not released by the Registrar's Office until all financial matters are cleared by the appropriate department (Student Development, Athletics, Library & Business Office).
3. If the student is receiving any type of financial assistance, the Director of Financial Aid may be required to adjust your financial aid award based on the period attended.
4. Depending on the date of withdrawal, the student may be eligible for a refund. In addition, the University may be required to return funds to Federal/State programs on your behalf from any refund due.
5. If the student wishes to return to Upper Iowa University, they must reapply and be accepted through the Office of Admission.

**Student's Signature:** \_\_\_\_\_

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

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**FOR ADMINISTRATIVE USE - Please sign and expedite.**

1 \_\_\_\_\_  
Student Development (Student Center – OSD)

2 \_\_\_\_\_  
Academic Success (Student Center – OSD)

3 \_\_\_\_\_  
Athletics (Dorman Gymnasium)

4 \_\_\_\_\_  
Library (Henderson-Wilder Library)

5 \_\_\_\_\_  
Business Office (Alexander-Dickman Hall, 2<sup>nd</sup> Floor)

\_\_\_\_\_  
Perkins Loan

6 \_\_\_\_\_  
Financial Aid (IEC – Garbee Hall)

\_\_\_ Exit Interview Complete: \_\_\_\_\_

7 \_\_\_\_\_  
Registrar's Office (IEC – Garbee Hall)

\_\_\_ Veteran's Files – VA Notified: \_\_\_\_\_

*Last Date of Documented Attendance: noted on reverse*

Reason(s) for Withdrawal: \_\_\_\_\_

Check Category:      \_\_\_\_\_ Not returning after completing term      \_\_\_\_\_ Withdrawing during term

**Last Date of Documented Attendance for Each Course**

	<b>Course Title</b>	<b>Course Number</b>	<b>Last Date of Attendance</b>
1			
2			
3			
4			
5			