

Withdrawal Form

Complete and submit to the Office of the Registrar

This form cannot be used for requests that are past a university deadline or prior term - refer to the Late Drop/Withdrawal Appeal Process

Student Information										
Last Name, First Name, MI						WID (found in the upper left corner of your ID card)				
K-State Email:						Career (check all that apply):				
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer _____ year						<input type="radio"/> Undergraduate <input type="radio"/> Graduate <input type="radio"/> Veterinary Medicine				
Academic Program (select one)										
<input type="checkbox"/> AG	<input type="checkbox"/> AR	<input type="checkbox"/> AS	<input type="checkbox"/> BA	<input type="checkbox"/> ED	<input type="checkbox"/> EN	<input type="checkbox"/> GR	<input type="checkbox"/> HHS	<input type="checkbox"/> TC	<input type="checkbox"/> UG:(Lead/Other)	<input type="checkbox"/> VM

Withdrawal from K-State has been discussed with (select all that apply):						
<input type="checkbox"/> Advisor	<input type="checkbox"/> Instructor	<input type="checkbox"/> Resident Hall Staff	<input type="checkbox"/> College Dean's Office	<input type="checkbox"/> Office of Student Life	<input type="checkbox"/> Counseling Staff	<input type="checkbox"/> Other

I am receiving Financial Aid (e.g., Grants, Loans, Scholarships): YES No

I have discussed the impact of a drop/withdrawal on my Financial Aid with my [Financial Aid Advisor](#)

I am a International Students (e.g., F-1, J-1): Yes No

I have discussed the impact of a drop/withdrawal on my immigration status with International Student and Scholar Services

I am a NCAA Division I Student Athlete: Yes No

I have discussed the impact of a drop/withdrawal on my NCAA Division I eligibility status with K-State Athletics

I am a Veteran Benefits Eligible Student: Yes No

I have discussed the impact of a drop/withdrawal on my Veteran Educational Benefits eligibility

List Only Non-Standard Courses				
Class Number (5-digit)	Course Subject (ENGL, etc.)	Catalog No. (3-digit)	Units (credit hrs.)	Non-Standard Institutional Action Date

Student Reason/Rationale for Request:

Submission of this form assumes all information is complete and accurate. If you have or are currently receiving any Financial Aid (e.g., scholarships, grants, student loans, etc...) you are highly encouraged to contact the Office of Student Financial Assistance first to determine what if any financial implication may be related to this request. My signature below acknowledges my understanding of the official request to drop or withdraw from a course(s).

Student Signature: _____

Date: _____

I understand that falsified information can result in financial obligation, and dismissal from, the University and that making a false writing is a felony under Kansas Law ([K.S.A. 21-5824](#)). I also understand that information from my university educational records will be considered as part of this verification." with student date and signature. Removing the requirement of signature in presence of notary and signature of notary.

Dean’s Office Action ONLY:

<i>Required Action – This Form Will Be Returned If This Section Is Not Completed</i>	
<i>Institutional Action Date</i>	<i>Withdrawal Date</i>

Dean’s Office Representative: _____
(printed)

Dean’s Office Rep Signature: _____ **Date:** _____

Definitions:

Withdrawal Date: This date typically reflects the date the student began the official withdrawal process. For the purposes of this document that would be the date the student completed their portion of the form. This date should not be earlier than the first official day of classes for a given term or later than the last day of any given term. The “Withdrawal Date” may or may not match the “Institutional Action Date” described below. FYI, this date appears on the K-State transcript and is reported to National Student Clearinghouse and the National Student Loan Data System.

Institutional Action Date: Determines the refund/W grade/No W grade for regular (16-week) session courses. The “Institutional Action Date” may or may not match the “Withdrawal Date” described above. It is often utilized by the university to provide a student with a complete or partial refund of tuition and fees.