**OFFICIAL WITHDRAWAL FORM**

Please print or type.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student ID Number:</th>
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<tbody>
<tr>
<td>Last</td>
<td>First</td>
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<thead>
<tr>
<th>Permanent Address:</th>
<th>Permanent Phone:</th>
<th>Cell Phone:</th>
<th>Email Address:</th>
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<tbody>
<tr>
<td>Street:</td>
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<td>City:</td>
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<td>State/Zip:</td>
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The official withdrawal from Sul Ross State University will only be processed using this official form. Please circle the primary reason for withdrawal.

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

**Grade Information:** Contact your instructor(s).

**Refund Information:** Contact the Cashiers Office at 432-837-8050, options 2 - 2.

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

- Student’s Initial
-

**DEPARTMENT OF HOUSING AND RESIDENTIAL LIFE**

Students who currently reside in university housing need to contact 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I understand that I have officially withdrawn from the current semester only.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 Sul Ross State University.

**STUDENT SIGNATURE:**  

**DATE:**

**FOR OFFICE USE ONLY:**

- In Person: 
- By Email/Mail/Fax: 
- International Student: 

- Department Request: 
- Cancelled Class: 
- Effective Date: 