MONTANA STATE UNIVERSITY BILLINGS

REQUEST FOR UNIVERSITY WITHDRAWAL (ALL Classes for the SEMESTER noted)

INSTRUCTIONS

If you are registered, have confirmed your bill, and want to drop ALL of your classes for the current/upcoming term, please use this University Withdrawal Form.

The intent of this form is for students who wish to initiate a full withdrawal (all classes in a given semester) from MSU Billings including City College. If you are seeking instead to drop one or more courses and still remain enrolled for the semester, or the semester has concluded and you are wanting to retro-actively drop courses, please contact the Registrar's Office 406-657-2158 for a different form.

In processing this form, you understand the following:

- Students who officially withdraw during the first fifteen days of an academic term will not have the coursework reflected on the transcript. Students who withdraw after the first fifteen days will receive a grade of "W" (Withdrew) in all classes.
- "W" grades, while having no GPA impact, still count as attempted credits for academic, billing, and financial aid purposes. No grades, including those of "W" are subject to removal from the academic transcript.

Please also note that withdrawing from all classes in a given semester can significantly impact other funding and eligibility. We encourage you to work with other offices (intercollegiate athletics, international programs, military and veterans success, financial aid and scholarships) to be sure this is in your all-around best interest.

A student who receives Federal Financial Aid has the responsibility to attend and successfully complete all classes during a registered semester. If a student withdraws from college, officially or unofficially, they may be required to repay all or part of the financial aid that was received.

More information about No Show Reporting and Return of Title IV Funds is available online at the MSU Billings Catalog Admissions and Registration.

More information regarding Satisfactory Academic Progress (SAP) requirements for financial aid eligibility is available online.

If you are receiving VA educational benefits, military tuition assistance or waivers, please be advised that any withdrawals or changes to enrollment may negatively impact these benefits. It is recommended that you contact the Military and Veterans Success Center (406-657-2968), prior to making any changes, in order to mitigate out of pocket expenses.

Questions? Contact us:

Registrar's Office
1st Floor West – McMullen Hall
406-657-2158
registrar@msubillings.edu

Business Services Student Accounts
Basement – McMullen Hall
406-657-2140
businessoffice@msubillings.edu

Jacket Student Central
3803 Central Avenue
406-247-3019
ccadvising@msubillings.edu

Financial Aid and Scholarships
1st Floor East – McMullen Hall
406-657-2188
finaid@msubillings.edu

MONTANA STATE UNIVERSITY BILLINGS
REQUEST FOR UNIVERSITY WITHDRAWAL (ALL Classes for the SEMESTER noted)

STUDENT INFORMATION

Student's Name (Last, First Middle) _____

ID# _____Phone #_____

Email Address: _____

Mailing Address: _____

City: _____State: _____Zip: _____

Term/Year Withdrawing From: Fall☐ Spring☐ Summer☐ Year: _____

Last Date Attended Classes (MO/DAY/YEAR): _____

REASON FOR LEAVING SCHOOL (indicate all that apply)

- ☐ For Employment
- ☐ Financial Reasons
  Explain _____
- ☐ Family/Personal Obligations
  - ☐ Childcare
  - ☐ Marriage
  - ☐ Transportation
  - ☐ No family support to stay in school
  - ☐ Other _____
- ☐ Illness or Medical Treatment
  - ☐ Responsibilities due to pregnancy
  - ☐ Other _____
- ☐ Join the Military
- ☐ Low or failing grades
- ☐ Not attending classes
- ☐ Not interested in school
- ☐ Problems adjusting to school demands
  Explain _____
- ☐ Met academic goals (pre-program, degree)
- ☐ Instructor conflict
  Explain _____
- ☐ Transferring
  To? _____
- ☐ Discipline/Conduct Issues
- ☐ Other (Not Listed)
  Specify _____

STUDENT'S FUTURE PLANS

- ☐ Return to MSUB
- ☐ Transfer to another institution
- ☐ Go to Graduate School
- ☐ Do not plan to finish my education
- ☐ Seek Job Training
- ☐ Find Employment
- ☐ Other _____

IMPORTANT NOTE: REFUND OF TUITION AND FEES SHALL BE MADE ACCORDING TO MONTANA BOARD OF REGENT POLICY AS STATED IN THE CURRENT UNIVERSITY CATALOG. **REFUNDS ARE CALCULATED BASED UPON THE DATE THIS FORM IS INITIATED WITH THE MSU BILLINGS Advising, Registrar or Jacket Student Central Office.**

We recommend you thoroughly check into the academic (grading), financial aid (loans, grants, scholarships), and refund deadlines/dates/and procedures before finalizing your request to withdraw from MSU Billings.

All legal means will be used to collect any unpaid loans. By signing below the student agrees to reimburse the fees of any collection agency, which may be based on a percentage at a maximum of 33% of the debt, and all other expenses, including reasonable attorneys' fees the University incurs in such collection efforts.

SIGNATURES REQUIRED FROM THE OFFICES LISTED BELOW:

_____
Student's Signature Date

_____
Business Services Date

_____
Registrar's Office/Jacket Student Central Date

_____
Advising/Jacket Student Central Date

_____ ☐HAS Aid ☐NO Aid
Financial Aid Date

_____
Date Form Processed – Registrar's Office ONLY