# MONTANA STATE UNIVERSITY BILLINGS

## REQUEST FOR UNIVERSITY WITHDRAWAL (ALL CLASSES for the SEMESTER noted)

**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
  - Child Care
  - Marriage
  - Transportation
  - No family support to stay in school
  - Other
  - Explain ____________________________
- _____ Illness or Medical Treatment
  - Explain ____________________________
- _____ Responsibilities due to pregnancy
  - Other
  - Explain ____________________________
- _____ Covid
- _____ Other
  - Explain ____________________________
- _____ Join the Military

**Comment(s):**_____________________________________________________________________________________

## STUDENT’S FUTURE PLANS

- _____ Return to MSU Billings
- _____ 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/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:**

<table>
<thead>
<tr>
<th>Office</th>
<th>Signature</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Student’s Signature</td>
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<tr>
<td>Advising/Jacket Student Central</td>
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<tr>
<td>Business Services</td>
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<tr>
<td>Financial Aid</td>
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<tr>
<td>Registrar’s Office/Jacket Student Central</td>
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</tbody>
</table>

□ HAS Aid □ NO Aid

Date Form Processed - Registrar’s Office ONLY

Revised 1-2023
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” (Withdraw) 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 are available at: https://catalog.msubillings.edu/undergraduate/admissions-registration/

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 – Administrative Building (formerly McMullen Hall)
406-657-2158
registrar@msubillings.edu

Jacket Student Central
3803 Central Avenue
406-247-3007
ccadmissions@msubillings.edu

Business Services Student Accounts
Basement – Administrative Building (formerly McMullen Hall)
406-657-2140
businessoffice@msubillings.edu

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

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