

NORFOLK STATE UNIVERSITY STUDENT WITHDRAWAL FORM

ID# _____ DATE OF APPLICATION _____
 YEAR/TERM OF WITHDRAWAL: Year ____ (Check One) () Fall () Spring () Summer
 NAME: LAST _____ FIRST _____ MI _____
 PERMANENT ADDRESS: _____
Street Address

City State Zip Code

Phone () _____

REASONS FOR WITHDRAWAL (Circle One):

- | | |
|-------------------------------|------------------------------|
| 01 Financial Problems | 06 Other _____ |
| 02 Illness/Injury | 07 Personal Problems |
| 03 Insufficient Financial Aid | 08 Decided On Another School |
| 04 Maternity | 09 Study Abroad |
| 05 Entered Military | 10 Unknown |

Student :
 Is receiving VA benefits ___ Yes ___ No Lives in residence halls ___ Yes ___ No

I understand the following: (1) Any financial obligation due the University such as tuition, library books, fines, financial assistance, housing charges, etc. **MUST** be paid. (2) If I am contracted with University housing, I am required to vacate and return my keys within 24 hours of withdrawal. (3) My Spartan Card will be deactivated within 24 hours of withdrawal. (4) Financial Aid Awards are subject to review and reduction or cancellation as a result of this withdrawal. I will be notified of adjustments by the Financial Aid Office.

Student's Signature: _____ Date: _____

Major Department: _____ Date: _____
Advisor/Designee

Requested Via: () Letter () In Person () Other

Exit Interview: _____ Date: _____
Counselor's Signature

___ 1. Veteran's Office: Cleared By: _____ Date: _____

___ 2. Housing: Cleared By: _____ Date: _____

() Issue Copy to Student () Notify Spartan Card Office () EDW _____

FINANCIAL AID

\$ _____	No Aid	_____	Date _____
\$ _____	Pell Grant	Financial Aid	
\$ _____	Ford Subsidized Loan		
\$ _____	Ford Unsubsidized Loan	Student Accounts	Date _____
\$ _____	Other _____		
\$ _____	Other _____	Loan Default Manager	Date _____
\$ _____	Other _____		
		Registrar	Date _____

NOTE: INSTRUCTIONS ON BACK.

**PROCEDURES
FOR
WITHDRAWING FROM NORFOLK STATE UNIVERSITY**

University policy requires a student to complete an application for withdrawing when enrollment is terminated before the end of the semester or summer session.

Students who withdraw from NSU must initiate the process in their respective academic department and follow the procedures listed below:

1. Discuss the matter with their academic advisor before processing the form.
2. Obtain the form from the Registrar's Office or academic advisor, and complete personal information.
3. Secure the signature of the advisor or designee.
4. Report to the Financial Aid Office for an Exit Interview.
 - A. Obtain the counselor's signature.
 - B. Students who reside in a campus residence hall will be directed to the Housing Office for clearance purposes.
 - C. Students who are receiving Veterans benefits will be directed to the Veteran's Office for clearance.
5. Submit form to the Office of the Registrar. Obtain a copy of the submitted form for your records.

NOTE:

Official withdrawal requires clearance of a student's responsibility to the university, such as financial aid, housing, board plan, and notification of withdrawal to various offices. Official withdrawal, therefore, is essential to ensure that one's academic record is not jeopardized and that financial matters are attended to. Failure to properly withdraw may hamper readmission or possibility of transfer to another college or university.

If a student is ill or otherwise incapacitated and cannot complete the Withdrawal Process, the student must contact (or have someone contact) the Office of the Vice President for Student Affairs immediately.