

# WILSON COLLEGE

Office of the Registrar

# WITHDRAW FORM

NAME \_\_\_\_\_  
(Please print)

CLASS YEAR \_\_\_\_\_ YEAR/TERM \_\_\_\_\_

ID# (preferred) or SSN \_\_\_\_\_

DATE \_\_\_\_\_

Dept/Course #	Section #	Instructor Signature	Date

It is the student's responsibility to inquire to the Office of Financial Aid to determine if she/he qualifies for Financial Aid for this semester. Please contact the Business Office with questions concerning payment. All payments must be made to the Business Office.

- **I agree that I am responsible for my financial obligation to Wilson College that may be incurred by this schedule adjustment.**
- **Default of Financial Obligation**
  - I agree, that in default of any financial obligation to Wilson College, I agree to pay all costs and expenses incurred by Wilson College, including 25% collection agency cost and reasonable attorney fees, in collection of any sum that is due.
  - I agree that if I owe a financial obligation to Wilson College, Credit Bureau reports may be reviewed by collection agencies.
  - I understand that in the event of default that academic transcripts and grades will not be released until the debt is paid in full.
  - My signature confirms my understanding of the Financial Obligation as described above.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Students receiving financial aid must notify the Financial Aid Office of any schedule changes.

**Office Use Only:** Date received by the Registrar \_\_\_\_\_

### Instructions:

The Withdraw Form may be used for written notification of withdrawal from a course after the published Add/Drop deadline.

Complete the information at the top of the form. Please print your name clearly.

A degree seeking student should indicate the Class Year as the year you will graduate. TIP and non-degree students may list these classifications as the Class Year.

The Year/Term should be listed as the academic year and semester for which the withdrawal is being requested.

It is preferred that you list your student ID#. This is provided to all students upon the first registration at the College and can be found on the My Wilson Portal or your billing statement.

List up to four courses from which you are requesting to be withdrawn.

Obtain the signature of the instructor(s) (for notification purposes) and your advisor (required).

The student's signature is always required on the form.

The completed form must be submitted to the Registrar's Office by the published deadline.