



# Withdrawal from the College - Undergraduate

Students who are withdrawing from the College either during or after a term, with no intention of returning, should submit this completed form to the Registrar's Office for processing. Students who need to stop out for a period of time but intend to return should use the Leave of Absence forms located at [www.keystone.edu/registrar](http://www.keystone.edu/registrar).

Name: \_\_\_\_\_ ID: \_\_\_\_\_ Major: \_\_\_\_\_

Non-Keystone email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Current Mailing Address\*\*:  
\_\_\_\_\_ Street

\_\_\_\_\_ City State Zip

\*\*A withdrawal packet of information will be sent to this address within two (2) weeks of your withdrawal.

### Course withdrawal information:

- I intend to complete the current semester. Please withdraw me from all future courses.
- Please withdraw me from all current and future courses.

### Reason for withdrawing (select all that apply):

- Medical (self)       Medical (family)       Other \_\_\_\_\_
- Financial             Academic \_\_\_\_\_
- Transferring         Relocation \_\_\_\_\_

If transferring, to where? \_\_\_\_\_

When do you plan to return to Keystone (if applicable)? \_\_\_\_\_

What would have improved your experience at Keystone? \_\_\_\_\_

*I understand that I am responsible for all outstanding financial obligations to the College and that my official withdrawal date is the date this completed form is received by the Registrar's Office. I also understand that by withdrawing from the College, I will no longer be eligible for the Keystone Commitment Loan Repayment Assistance Program.*

Initial: \_\_\_\_\_

*I understand that I may contact the Advising Center at 570-945-8303 or [advising@keystone.edu](mailto:advising@keystone.edu) to complete an exit interview.*

Initial: \_\_\_\_\_

*I currently receive financial aid, I understand that a representative from Financial Assistance and Planning is available to meet with me to discuss any possible financial implications of my withdrawal, including when student loans might be due and the impact on my scholarships (if applicable).*

Initial: \_\_\_\_\_

*I do not receive financial aid: \_\_\_\_\_*

*I understand that I am responsible for returning all rental books, rental equipment, or devices from the College within 10 days of my withdrawal from the College, failure to do so will result in financial charges from the College.*

Initial: \_\_\_\_\_

*I have participated as a student-athlete either in a tryout, practice, or competition and understand that a representative from Athletics is available to discuss any NCAA eligibility implications of my withdrawal.*

Initial: \_\_\_\_\_

*I have not participated as a student-athlete \_\_\_\_\_*

*I reside in campus housing and understand that a representative from Residence Life is available to discuss all necessary steps required to move out of my Residence Hall.*

Initial: \_\_\_\_\_

*I do not reside in campus housing: \_\_\_\_\_*

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

### FOR OFFICE USE ONLY

Date Received

Initials

Date Processed

Date Copies Sent

Date Packet Sent

Registrar's Office ■ One College Green ■ P.O. Box 50 ■ La Plume, PA 18440-0200 ■ (570) 945-8300 ■ [registrar@keystone.edu](mailto:registrar@keystone.edu)

Keystone College is committed to providing equal educational and employment opportunities without regard to an individual's sex, race, religion, national or ethnic origin, pregnancy, age, marital status, sexual orientation, disability, or status as a veteran. Keystone College's commitment is to provide an environment where all students and employees can work and study free from discrimination including sexual harassment, sexual violence and sexual assault. The College policy is in accordance with state and federal laws and executive orders including but not limited to: Title VI, VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Americans with Disabilities Act of 1990. Visit [www.keystone.edu/title-ix](http://www.keystone.edu/title-ix) for additional information.