



Withdrawal from the College

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 prior to the last day to withdraw from a course for the semester. Withdrawals received after that date will be effective for future enrollments. 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.

Name: _____ ID: _____ Major: _____

Non-Keystone email: _____

Cell Phone: _____ Alternate Phone: _____

Current Mailing Address: _____

Street

City

State

Zip

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. (Must be submitted prior to the last day to withdraw from a course with notation for the semester)

Reason for withdrawing (select all that apply):

Medical (self)

Medical (family)

Other

Financial

Academic

Transferring

Relocation

If transferring, to where? _____

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 and that I can contact Student Central for an updated invoice. 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 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 keys, including mailbox keys, rental books, rental equipment, or devices to the College within 10 days of my withdrawal from the College, failure to do so will result in financial charges.

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

Registrar's Office ■ One College Green ■ P.O. Box 50 ■ La Plume, PA 18440-0200 ■ (570) 945-8300 ■ 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 for additional information.