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 **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](http://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 Chief Retention Officer at 570-945-8434 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:

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 Date Received Initials Date Processed