



TRADITIONAL UNDERGRADUATE WITHDRAWAL NOTIFICATION

STEP 1: Complete the Residence Life Exit Interview

Contact Residence Life by email at reslife@simpsonu.edu to request the exit interview link. Someone from the team will forward it to you. Please complete this step before continuing to Step 2.

STEP 2: Complete Financial Aid Exit Counseling

Go to the Student Aid website at www.studentaid.gov and navigate to Loan Repayment – Prepare and Apply – Loan Exit Counseling. Email Financial Aid at financialaid@simpsonu.edu once you have completed this step.

STEP 3: Notify the Registrar's Office of your withdrawal (OC #201)

I.D. # _____ Semester: _____ Date: ____/____/____
Last Name: _____ First Name: _____ Middle Initial: _____
Home Phone Number: (____) _____ Cell: (____) _____
Personal Email: _____
Forwarding Address: _____
Street State Zip Code

Last date you attended classes: _____

Primary Reason for Withdrawing from Simpson: _____

Are you withdrawing due to military deployment (attach copy of current orders)? Yes No

Will you attend another college? Yes No

College Name & Expected date of entrance: _____

Do you plan to return to Simpson?* Yes No If yes, when? _____

**Note: If you plan to be away for three or fewer semesters, your Simpson email account will remain active.*

Are you in the process of completing incomplete classes for which you need Canvas access? Yes No

When are you withdrawing?

→ **Mid-semester:** You will be withdrawn from your current and any future classes. Your withdrawal date will be the date this form is turned in to the Registrar's Office.

→ **End of term/Between terms:** You will be withdrawn from any classes you are registered for in a future term. Your date of withdrawal will be the last date of the last semester you attended.

Student Signature: _____ **Date:** ____/____/____

Return this form to the Registrar's Office.

If your circumstances change and you decide to return to Simpson University rather than withdrawing, please contact the Registrar's Office at 530-226-4111.

TRADITIONAL UNDERGRADUATE WITHDRAWAL CHECKLIST

STEP 1: Check the boxes below as tasks are completed.

- Return all Library Books (Grubbs)
- Pay any fines, if applicable (Library, parking, etc)
- Turn in mail key (University Services)

STEP 2: Contact your RD regarding checking out of your Residence Hall (Doesn't apply to Commuters)

Residence Life Exit Completed: _____ (RD if applicable)

Please Note: Refund eligibility is based on the date you move out of your residence hall.

STEP 3: Contact your Academic Advisor for an exit interview.

Signature (or supporting email attached): _____ Date: ____/____/____

Please note that it is your responsibility to complete the tasks above. Failure to do so may result in fines on your student account. If your account has an outstanding balance, you will not be able to receive an official transcript from Simpson University.

**Return this form to the Registrar's Office.
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please contact the Registrar's Office at 530-226-4111.**