



WITHDRAWAL FORM

A student may withdraw from a degree program by written request.

Veterans: The Veteran's Administration will be advised within 30 days of the date of withdrawal, which will be the date the Dean of the Faculty signs this form. When a student is withdrawn, veteran's benefits will be discontinued, and any further certification of benefits terminated.

A student who is withdrawn may ask to re-apply.

Action Items:

1. Complete form with signature.
2. Save the completed form as a PDF with the filename: [Term].[Withdrawal from SKSM].[Your first and last name](ex: 2024SP.Withdrawal from SKSM.Anna Learner).
3. Email to Registrar@sksm.edu, cc: advisor and Dean of Students, cschelin@sksm.edu.
The registrar will obtain the required signatures and process the withdrawal.

Student Name: _____

Student Legal Name (if different): _____

Phone: _____ E-mail: _____

Program: _____ Advisor: _____

I am requesting to withdraw from the program: Term _____ Year _____

Began Program: Term _____ Year _____

Did you receive financial aid this year? List what kind:

Have you ever received financial aid? List what kind:

Reasons for request (You may attach a letter if you prefer):

*Student Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

Dean of the Faculty Signature: _____

Date: _____

REFUND CALCULATION

Tuition Amount Refunded: _____

Method of Calculating Refund:

Other:

In the event of a Return of Title IV Funds, a separate calculation worksheet will be provided.

Refund Recipient: _____

Address: _____

Student Accts Mgr. Signature:

Date:

Registrar Signature: _____

Date: _____