

**Withdrawal Form**

*this section is for office use only - not for student to complete*

\_\_\_\_\_  
Full Name (please print):

\_\_\_\_\_  
Last Date of Attendance

\_\_\_\_\_  
Student ID Number (or last four of SSN if not known)

\_\_\_\_\_  
Date Notified of Withdrawal

\_\_\_\_\_  
Program of Enrollment

\_\_\_\_\_  
Date Completing Form

Please check the applicable box:

- Full withdrawal
- Withdrawal with intent to transfer (transcripts may be ordered through Parchment)
- Leave of Absence
  - Intended date of return (if known)

Separation Checklist:

- Update WebSTAC with new address if needed
- Ensure you've set up eRefunds (Direct Deposit) on WebSTAC in case the University owes you a credit balance
- If you borrowed federal student loans, these may have to be adjusted due to your recent withdrawal. Be sure to complete online exit counseling and contact Student Financial Planning ([medfinancialaid@wustl.edu](mailto:medfinancialaid@wustl.edu)) for questions about loan adjustment
- Check WebSTAC within 1-2 weeks to see if you owe money back to the University. Contact [wsmregistrar@wustl.edu](mailto:wsmregistrar@wustl.edu) for any Student Accounts related questions.
- Contact Student Health ([studenthealthservice@wum.wustl.edu](mailto:studenthealthservice@wum.wustl.edu)) for any health coverage questions.

Please provide forwarding address, phone number, and email address:

Additional Comments:

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Please submit this to your program.**

*Program Directors - please distribute this information to:*

*[medfinancialaid@wustl.edu](mailto:medfinancialaid@wustl.edu)*

*[wsmregistrar@wustl.edu](mailto:wsmregistrar@wustl.edu)*

*[studenthealthservice@wum.wustl.edu](mailto:studenthealthservice@wum.wustl.edu)*