

# VOLUNTARY WITHDRAWAL FORM

NAME \_\_\_\_\_ SS# \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

Training Began \_\_\_\_\_ Date Withdrew \_\_\_\_\_

Withdrawal Completed in Department:

- Textbooks, Tools, Supplies  
(Attach a signed list of items returned for credit)
- Shop Bills

\_\_\_\_\_  
Signature of Instructor

Withdrawal at Administration Office:

- Forwarding address \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_  
Signature of Registrar  
(Judy Heidrick, Admin. Bldg.)

**Student must also obtain the following signatures:**

\_\_\_\_\_  
Cashier (Paula Rominger, Admin. Office)

\_\_\_\_\_  
Student Accounts (Debbie Geyer, Admin.)

\_\_\_\_\_  
Financial Aid (Gary Odle, Student Union)

\_\_\_\_\_  
On-Campus Housing Supervisor  
Ann Gates (if applicable)

\_\_\_\_\_  
General Education Instructors (when applicable)  
(Anita Walsh, Jacee Tice, Brett Rowh,  
Jennifer Brown, Robert McCreight)

\_\_\_\_\_  
Dean of Student Services  
(David Hughes, Student Union)

\_\_\_\_\_  
Librarian - Darsey Offutt - General Ed. Bldg.

Reason for withdrawal: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student                      Date

**THIS COMPLETED FORM MUST BE RETURNED TO THE  
REGISTRAR'S OFFICE PRIOR TO LEAVING CAMPUS.**