



SEMESTER _____ YEAR _____

OFFICIAL WITHDRAWAL FORM

Your withdrawal from Colorado State University-Pueblo is not official and final until all four (4) steps specified below have been completed. Returning this form to the Registrar's Office, with required signatures, finalizes your withdrawal and insures proper notification of instructors for grade purposes. **Withdrawals will not be processed after the last scheduled class day of the semester.**

STEP 1: BEGIN IN CENTER FOR ACADEMIC ENRICHMENT IN LIBRARY & ACADEMIC RESOURCE CENTER (LARC 151)

CAE Officially Notified of Withdrawal ____/____/____ Withdrawal Code: _____ PID _____
(Date)

Name: _____
(Last) (First) (Middle/Maiden)

Permanent Address: _____
(Number & Street)

(City) (State) (Zip)

Do you reside in the Residence Hall? Yes No If yes, you MUST notify Residence Life and Housing
Are you an International Student? Yes No If yes, you MUST check out with International Programs

Student Signature _____ Date _____

Exit Interview Completed _____ by _____
(Date) Interviewer (CAE Staff Signature)

STEP 2: PROCEED TO STUDENT FINANCIAL AID (ADM 212) FOR CLEARANCE

FOR STUDENT FINANCIAL AID USE ONLY

Notes _____

Financial Aid Counselor (Printed Name) _____

Financial Aid Counselor Signature _____ Date _____

Student Initials _____

STEP 3: PROCEED TO STUDENT BILLING (ADM 212) FOR CLEARANCE

Student Billing Representative: _____ Date: _____

STEP 4: RETURN FORM TO REGISTRAR'S OFFICE (ADM 202)-This will complete your withdrawal.

FOR REGISTRAR'S OFFICE USE ONLY:

Processed By: _____ Date: _____

INTERNATIONAL STUDENTS MUST RETURN FORM TO INTERNATIONAL PROGRAMS (OUC 030) for processing.

Processed By International Programs: _____ Date _____