



Withdrawal from A-State: The completion of this form will withdraw you from ALL courses for which you are enrolled during the current term. Students who do not want to drop all courses can make individual schedule changes through their Self-Service account. If you are enrolled through A-State Online, contact A-State Online at (870) 972-2920 to discuss the withdrawal process for online students. Please read through the information below to understand the process.

NOTE: If you contact the University Advising Center to request the withdrawal form be sent to you, we will first complete the gray area and forward the form to you for completion. You will then follow the instructions below to complete the withdrawal process.

NOTE: If you initiate the process by submitting the form to our office first, we will complete the gray area upon receipt and return it to you to complete the remaining steps of the process. The form will have to be submitted back to our office a second time for final processing.

Instructions

- 1. You will need to download and save the form to your computer then open it with Adobe Reader or any Free PDF reader.
2. Fill in your Name (Last, First), Student ID Number, Permanent Address, Phone Number and either your Student Email Address or a Fax Number so that we can return the form to you for signatures.
3. Select a reason for withdrawing from the University.
4. Complete all areas listed below and return the form to the University Advising Center via email to universityadvising@astate.edu. You do not have to fill in anything in the gray in area. Please note that, along with any amount owed to the university, you may also owe a percentage of your financial aid or housing back.
5. Return the form with a copy of your picture ID (student or state issued ID will suffice) via student email to universityadvising@astate.edu.
6. Please call (870) 972-3001 before 5:00PM the day you return your completed withdrawal form to verify that it was received. The withdrawal will not be processed if the form is not completed and returned by the void date listed.

Withdrawal Application – Arkansas State University

Name: Last / First Student ID Number
Major Classification: (FR, SO, JR, SR, PD) Semester (withdrawal is for semester listed only)
Permanent Address: Number and Street City State Zip PHONE:
FAX: ( ) Student Email:

Reason(s) for withdrawal: Print # 1 next to your main reason:

- ( ) Marriage ( ) Medical ( ) Work ( ) Child care ( ) Other:
( ) Moving ( ) Low grades ( ) Lack of interest ( ) Instructor Conflict
( ) Military ( ) Transferring ( ) Transportation ( ) Transferring to different institution

Intent to return: Next Semester [ ] Within 1 Year [ ] After 1 Year [ ] Unsure [ ] Will Not Return [ ]

Student Signature Date: / /

Withdrawal will be nullified if not filled out completely and returned to University Advising Center by the void date indicated below. Return via student email to universityadvising@astate.edu.

Void by 5PM [ ] Treasurer's Office [ ] Financial Aid [ ] University Housing [ ] Library [ ] End Date [ ]
[ ] Transition Studies [ ] Athletics [ ] International Programs [ ] Restart [ ]
[ ] Graduate Program [ ] University Advising [ ] Administrative Withdrawal [ ] Accepted [ ]

STUDENT ACCOUNT BALANCE

Amount Owed \$ These charges are subject to change. Outstanding fees or refunds may not be calculated and may not be reflected on this statement. There may be changes such as housing or financial aid repayment. Registration and transcripts will be held on any unpaid balance.

First payment is due within 30 days of the withdrawal end date.

Pay online by Self Service or mail checks to Treasurer's Office /P.O. Box 2640/ State University, AR/ 72467. (870) 972-2285

The student remains responsible for payment of these charges, and will be responsible for any reasonable attorney fees and costs associated with the collection of unpaid charges, which may include fees charged by a collection agency up to 50% of the unpaid charges collected by that agency.