

STUDENT INFORMATION

LAST NAME		FIRST NAME	
STUDENT ID #	MAJOR	OLIN START DATE	
PHONE NUMBER (primary)		EMAIL (primary, not Olin)	
PERMANENT CONTACT INFORMATION			
Parent/Guardians are notified when any change of status is made to a student's record.			
PARENT/GUARDIAN NAME(S)		PARENT/GUARDIAN EMAIL	
STREET	CITY	STATE	ZIP

STATUS CHANGE INFORMATION

LAST DAY OF ATTENDANCE	ADVISER NAME – PLEASE PRINT
REASON FOR WITHDRAWAL (Documentation may be attached if needed)	
(See Refund Schedule in Student Handbook, if applicable)	

STUDENT SIGNATURE:	DATE:
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ADVISER SIGNATURE:	DATE:
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Approval by Assistant Dean of Student Life for Advising:	DATE:
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OFFICE USE ONLY
Effective Withdrawal Date:
Date Processed:

Student should retain a copy
Assistant Dean of Student Affairs should retain a copy
Original copy – to the Registrar

Withdrawal Form Instructions and Timeline

1. Read the College Withdrawal Policy and the Refund Policy in the Student Handbook.
2. Meet with your adviser if you wish to discuss plans or options for the future.
3. Withdrawing will affect your financial aid package, including the Olin Tuition Scholarship. Consult the Manager of Financial Aid to review your situation.
4. If you have received a loan through the Federal Direct Loan program you *must* complete Exit Counseling before you leave Olin.
5. Complete the reverse side of this form and submit it to the Assistant Dean of Student Affairs. You will receive email confirmation of the receipt of your form.
6. You will receive a letter informing you of your status change.
7. Campus access (use of prox card) is terminated as of the date of withdrawal. Email and network access is terminated 30 days after the date of withdrawal. Please remember to deactivate your account on **Olin EAS**. For instructions on how to edit or deactivate your account please consult the online [Olin EAS FAQ sheet](http://www.olin.edu/sites/default/files/olin_eas_faq.pdf). (http://www.olin.edu/sites/default/files/olin_eas_faq.pdf)
8. Return following Withdrawal: Each request for readmission after withdrawal (required, voluntary, medical or administrative) is assessed on its individual merits; as such, readmission requirements will vary. A request for readmission must be submitted in writing no later than 30 days prior to the first day of classes in the semester in which you intend to return. Failing to do so may delay your return until the following semester. Written approval from the Office of Student Affairs and Resources is required for readmission.

Please consult the Office of Student Affairs and Resources with any questions.