The official withdrawal from Texas State University will only be processed using this official form. Please circle the primary reason for withdrawal.

00 - Unknown/Other
01 - Medical Problem
02 - Financial Difficulties
03 - Family Problems
04 - Employment Conflict
05 - Transportation Difficulties
06 - Military
07 - Deceased
08 - Lack of Study Skills
09 - Academic Problems
10 - Lack of Prerequisites
11 - Changed Major
12 - Transfer to New School
13 - Conduct Problems
14 - Administrative Withdrawal

Grade Information: Contact your instructor(s).
Refund Information: Contact the Student Business Services Office at 512-245-2544.

It is the responsibility of the student to contact the appropriate offices (if applicable) below to ensure proper withdrawal:

Financial Aid recipients – Financial Aid Office – JCK 228
Student Business Services – Collections Office – JCK 101
On-Campus Students – Residence Hall Director for proper checkout
Veterans – Veterans Affairs – JCK 111
Athletes – Athletic Compliance Office – DBC 140

DEPARTMENT OF HOUSING AND RESIDENTIAL LIFE
Students who currently reside in university housing need to contact the Department of Housing and Residential Life to arrange for a contract cancellation, due to withdrawal from the university.

FINANCIAL AID RECIPIENTS
Are you receiving any form of financial aid (grants, loans, work study)?  *YES ___________ NO ___________

*You will be required to repay any unearned portion of the financial aid you have received.

If you are withdrawing in person, you must speak with a Financial Aid and Scholarships counselor to discuss your financial aid liabilities (if any) and your payment options. If you are not withdrawing in person, you are responsible for reading all notifications (emails and/or letters) sent to you regarding your financial aid liabilities (if any) and your payment options.

I understand that I have officially withdrawn from the current semester only. I further understand that I will remain responsible for any and all debt incurred at Texas State University.

STUDENT SIGNATURE: ___________________________________________ DATE: __________________________

FOR REGISTRAR’S OFFICE USE ONLY:
In Person: ____________________________ Department Request: ____________________________ Processed by: ____________________________
By Email/Mail/Fax: ____________________________ Cancelled Class: ____________________________ Effective Date: ____________________________

White Copy: Registrar’s Office
Blue Copy: Student