

# Henderson State University

## Student Withdrawal Form

NAME: Last	First	Middle	STUDENT ID NUMBER:
FORWARDING ADDRESS:			
PHONE:	EFFECTIVE WITHDRAWAL DATE:	I.D. RETURNED: <input type="checkbox"/> YES <input type="checkbox"/> NO	
TERM OF WITHDRAWAL: (Circle All That Apply)			
Fall 20____ Spring 20____ Pre-Summer 20____ 1 <sup>st</sup> Summer 20____ 2 <sup>nd</sup> Summer 20____			
REASON FOR WITHDRAWING:		CODE:	

<b>RESIDENCE HALL</b> _____	<b>DATE OF MOVE</b> _____	
I understand that I will properly move and check out of the residence hall by 5:00 p.m. the day indicated above. I also understand that I will be charged, on a pro-rated semester rate of room and board charges, based on the indicated date of move. Additionally, I understand that in the event that I do not move from the residence hall on the above indicated date, that my belongings will be confiscated and disposed of and that I would incur additional charges.		
_____	_____	_____
<b>Student's Signature</b>	<b>Residence Life Official Signature</b>	<b>Today's Date</b>

### \*\*\*IMPORTANT\*\*\*

Withdrawing from school after the term has begun could have an adverse financial affect on the student. The business office will process the withdrawal using a refund/repayment formula implemented by the federal government. At that time, it will be determined whether the student owes money or is due a refund.

Also, if the withdrawal is dated after the official enrollment date, the student could be deficient hours for the next school year. Therefore, he or she would not be eligible for financial aid.

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**

**Fax form to (870) 230-5524**  
**or Mail to: Student Services – HSU Box 7632 – Arkadelphia AR 71999-0001**

**Inquiries call (870) 230-5081**

For Office Use Only
Term: _____
Date: _____
By: _____