

MISSOURI SOUTHERN STATE UNIVERSITY

WITHDRAWAL FROM ALL CLASSES- DURING ADD/DROP PERIOD

Name: _____ Date of Birth: _____ S ID: _____

Major: _____ Telephone: _____ Email: _____

Mailing Address: _____
Street City State Zip

Withdrawal Term: Fall /Spring/Summer Are you receiving VA Education Benefits: Yes/ No Student Athlete: Yes/ No

Are you a member of Project Stay: Yes/ No Do you work On Campus: Yes/ No International Student: Yes/ No

Do you live On Campus: Yes/ No Do you plan on returning to MSSU? Yes/ No/ Maybe--- If yes which semester? _____

Please indicate below the reason for your withdrawal:

PERSONAL ISSUES

- ☐ Personal Finances
- ☐ Child Care Issues
- ☐ Family Issues
- ☐ Medical/Health Related
- ☐ Moving out of town/relocating
- ☐ Moving due to spouse/partner
- ☐ Transportation Issues
- ☐ Death in Family
- ☐ Pregnancy
- ☐ Disability
- ☐ Need a break from college
- ☐ Feel alone or isolated
- ☐ Homesickness
- ☐ COVID related
- ☐ Other (Please explain)

WORK RELATED ISSUES

- ☐ Work Schedule/Time Constraint
- ☐ Job Transfer
- ☐ Full-Time Job Offer
- ☐ Job does not require education

OTHER ENGAGEMENTS

- ☐ Enrolled/Transferring to another school
- ☐ Military Service Commitment
- ☐ Active Duty in Armed Forces
- ☐ Serving at Church Mission
- ☐ Foreign Aid Service
- ☐ Incarceration
- ☐ Other (Please explain)

ACADEMIA

- ☐ Lack of Financial Aid
- ☐ Change in Major
- ☐ Poor Academic Performance
- ☐ Academic Probation/Suspension
- ☐ Courses not available
- ☐ Dissatisfied with grades
- ☐ Dissatisfaction with Instruction
- ☐ Not Accepted into major
- ☐ Major not available
- ☐ Academic Advising Issues
- ☐ Unhappy with MSSU policies
- ☐ Classes are too large
- ☐ Courses are too difficult
- ☐ Courses are not challenging
- ☐ Disappointed with quality
- ☐ Dissatisfied with social life

Please check one of the options below:

_____ I have not attended any of classes yet this semester

_____ I have attended at least 1 day of class. There is a small portion of financial aid that you may be eligible to receive. Your amount of earned financial aid is _____. Please be advised, if you take any portion of this financial aid you will automatically go on **financial aid suspension**.

_____ I decline my post withdrawal disbursement eligibility _____ I accept my post withdrawal disbursement eligibility.

I have read and understand the consequences of a total withdrawal and have selected my financial aid preferences.

Signature: _____ Date: _____

Must be handwritten

Office Use Only

Financial Aid Receipt Date:		Checked by:		Total Aid Hrs. / Current Total Hrs.		Term Length:		
COD Report: R2T4: Y / N, Reviewed by:		Exit Counseling: Y / N / TRK Em. Date:		Direct Loan(s) \$ _____agg,\$ _____curr		Pell \$ _____%	SEOG	TEACH
Remove Aid	NSLDS	Comment	Spreadsheet	Letter Sent Date:	Library: Y / N Per:	Book Rental: Y / N	Consortium: Y / N	

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CONSEQUENCES OF COMPLETE WITHDRAWAL

FEDERAL aid recipients must make satisfactory academic progress (SAP) in order to remain eligible for federal financial aid. The current SAP policy is as follows:

Students must complete 67% of their total credit hours attempted. Attempted hours will be verified at the end of each semester. Coursework attempted during all semesters, including fall, spring, and summer will be evaluated cumulatively for the required 67% completion. If at any time a student drops below a 67% completion ratio they may be placed on financial aid probation or suspension. If the student is currently on financial aid probation, dropping a class will result in financial aid suspension.

180 HOURS OF STUDENT ELIGIBILITY may occur and you will not be permitted to receive any FEDERAL funds after 180 attempted hours. If you are receiving state aid and/or institutional awards you need to be aware that these types of aids have varying semester limits.

REPAYMENT OF TITLE IV FUNDS will be required when aid has been disbursed to a student from financial aid funds in excess of the amount of aid the student earned during the term. Title IV funds refers to the federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs at MSSU: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, TEACH Grant, Federal PLUS Loan Program, Federal Perkins Loan Program, and Federal Direct Loan Program. These policies are effective only if the student completely terminates their enrollment by official withdrawal, is dismissed from classes, stops attending classes without an official withdrawal before completing more than 60% of the enrollment period or fails all courses at the end of the semester.

REVISION OF FINANCIAL AID AWARDS may occur if processing of financial aid is not complete at the time of withdrawal. For example, your Pell award may be reduced if you drop from full-time (12 hours) to 3/4 time status (9 hours).

REPAYMENT may be necessary if you receive funds that are in excess of your non-institutional costs as computed by the Business Office.

REFUNDS may occur because of your withdrawal. However, Federal regulations may require funds to be returned to the financial aid account from which they came, before any refunds goes to the student.

DELAYED DISBURSEMENT OF FINANCIAL AID PROCEEDS may occur due to the electronic editing of the student account balance and /or financial aid amount when the refund check is already being processed, therefore your refund (if applicable) may be delayed.

ACADEMIC SCHOLARSHIPS require students to complete a minimum of 12 hours each semester and usually a 3.0 GPA for most programs.

PERFORMING AWARDS (such as football, theater, band) require students to be enrolled in 12 hours in order to participate in the sport or activity.

LOAN ENROLLMENT STATUS CHANGE- If a student drops below 6 hours during the semester and has at anytime had federal loans they will be considered to be in a less than half-time status, therefore their grace period will begin immediately if applicable or if they have no remaining grace period they will be required to repay their loans immediately.

A complete withdrawal from all courses will cause you to be automatically placed on Financial Aid "SUSPENSION". An appeal form may be obtained in the Financial Aid Office, 109 Hearn Hall. If you are appealing on the grounds of medical or extenuating circumstances, you will need thorough documentation.

For further information concerning the consequences of withdrawal, please contact the Financial Aid Office. By signing below you state that you understand the consequences of withdrawing.

Name: _____ Student ID: _____

Signature: _____ Date: _____