



**evergreen**

## Registration and Records Office

### Withdrawal or Leave of Absence Check List

registration@evergreen.edu  
360.867.6180  
360.867.6680 Fax

If you are planning to withdraw or be on leave of absence from Evergreen, here are important steps to take and offices to contact regarding your change of status:

***\*New and conditionally admitted students are not eligible for a leave of absence.***

#### REGISTRATION AND RECORDS, LIBRARY 1101, 360.867.6180

<input type="checkbox"/>	<b>FIRST STEP: UPDATE YOUR MAILING ADDRESS, PHONE AND EMAIL. YOU CAN DO SO, IN PERSON AT THE REGISTRATION OFFICE OR ONLINE THROUGH YOUR MY.EVERGREEN.EDU ACCOUNT.</b>
<input type="checkbox"/>	Complete this Leave of Absence/Withdrawal Form (page 2).
<input type="checkbox"/>	Drop any current Registration.
<input type="checkbox"/>	Submit Petition for Registration Policy Exception if appropriate. Contact Registration for details and advice.

#### FINANCIAL AID, LIBRARY 1233, 360.867.6205

<input type="checkbox"/>	Contact the Financial Aid Office.
<input type="checkbox"/>	Complete the Financial Aid <a href="#">Change of Information Form</a> .
<input type="checkbox"/>	If you are unsure about which options to choose, ask for help completing the Change of Information form.
<input type="checkbox"/>	If you borrowed a <a href="#">Federal Direct Student Loan</a> , you must complete an Exit Interview with <a href="#">StudentLoans.gov</a> .

#### RESIDENTIAL AND DINING SERVICES, RESIDENCE HALL A ROOM 301, 360.867.6132

<input type="checkbox"/>	Complete a Release from Contract form (Release from Contract forms require a signature from Registration and Records staff or faculty signature).
<input type="checkbox"/>	Clean your room, remove all of your belongings and lock up your space.
<input type="checkbox"/>	Return all keys to the RAD office.

#### BOOKSTORE, CAB, 360.867.5300

<input type="checkbox"/>	Close your Bookstore account.
<input type="checkbox"/>	Transfer any remaining balances to Student Accounts for a refund.

#### PARKING SERVICES, SEMINAR I 3157, 360.867.6352

<input type="checkbox"/>	Contact Parking Services to return valid parking decals for any applicable refund.
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#### STUDENT ACCOUNTS, LIBRARY 1112, 360.867.6447

<input type="checkbox"/>	Check to see if a refund or balance is due.
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#### PAYROLL OFFICE, LIBRARY 1126, 360.867.6460

<input type="checkbox"/>	Check on any outstanding Time Sheets.
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# Registration and Records Office

## Change of Status Form

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Name \_\_\_\_\_ ID # \_\_\_\_\_

**\*New and conditionally admitted students are not eligible for a leave of absence.**

Do you receive financial aid? ☐ Yes ☐ No

Are you receiving veteran's or dependent benefits? ☐ Yes ☐ No

**I WOULD LIKE TO:** (Check the appropriate boxes)

☐ **BE ON LEAVE OF ABSENCE** Beginning Quarter ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year: \_\_\_\_\_

(for up to one calendar year) Anticipated Return ☐ Fall ☐ Winter ☐ Spring ☐ Summer Year: \_\_\_\_\_

For the following reasons: ☐ Medical ☐ Study Abroad ☐ Personal/Time Off ☐ Other (please leave comment)

**Comments** \_\_\_\_\_  
\_\_\_\_\_

☐ **WITHDRAW** As of \_\_\_\_\_

(must re-apply for admission to return)

For the following reasons: ☐ Medical ☐ Transfer ☐ Personal ☐ Other (please leave comment)

**Comments** \_\_\_\_\_  
\_\_\_\_\_

Class(es) I am currently registered in \_\_\_\_\_  
\_\_\_\_\_

Faculty Name(s) \_\_\_\_\_

Number of credits \_\_\_\_\_ Last date you attended class(es) \_\_\_\_\_

**NEW ADDRESS, PHONE AND EMAIL** Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

### FOR OFFICE USE ONLY

FINANCIAL AID	STUDENT ACCOUNTS	RAD/HOUSING	REGISTRATION
Last Date of Attendance _____ mm/dd/yy	Holds Yes <input type="checkbox"/> No <input type="checkbox"/>	Contract Release Yes <input type="checkbox"/> No <input type="checkbox"/>	Drop Yes <input type="checkbox"/> No <input type="checkbox"/> SPACMNT <input type="checkbox"/>
FA Copy Yes <input type="checkbox"/> No <input type="checkbox"/>	SA Copy Yes <input type="checkbox"/> No <input type="checkbox"/>	Address Updated Yes <input type="checkbox"/> No <input type="checkbox"/>	Petition Yes <input type="checkbox"/> No <input type="checkbox"/> Student Copy <input type="checkbox"/>
_____ Initial and Date	_____ Initial and Date		Student Status New <input type="checkbox"/> Continuing <input type="checkbox"/>
			_____ Signature and Date