

General Information					
Last Name	First Name	M.I.	Major	Academic Level	Student ID Number
Term (Check ONE term per form): <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> 1 st Summer <input type="checkbox"/> 2 nd Summer <input type="checkbox"/> Winter				Year of Resignation/Withdrawal Request	

- Students wishing to drop all classes may **WITHDRAW** through the first day of classes. A dean's signature **is not** required.
- Students wishing to drop all classes **after the first day of classes** must **RESIGN**. A dean's signature **is** required.
- In addition, students living in residence halls are required to obtain a signature from Housing & Residence Life.
- Cadets must also obtain the Commandant's signature before the withdrawal or resignation can be processed.
- International students must also obtain a signature from Cranwell International Center.
- Be aware, students who withdraw with an active student conduct case may have the language *withdrew while under investigation for a violation of the student code of conduct* placed on their transcript.

1. Student Signature Required
 I hereby resign/withdraw my current enrollment at Virginia Tech for the term and year indicated above.
I understand that this does not relieve me of any financial obligation to the university.

Reason for resignation/withdrawal:

Financial Transfer to another College/University Suspension (academic, honor system, student conduct)
 Personal Military (copy of activation papers needed) Other: _____

Signed _____ Date _____
(Student or Proxy)

2. Academic/Graduate Dean (Dean's use only)
 Withdrawals and resignations are **effective on the date received by the University Registrar**, unless otherwise indicated by the Dean. Please indicate effective date, if desired.

Effective Date _____ Comments: _____

_____ Date _____

Signed _____ Printed _____
(Dean) (Dean)

3. Housing and Residence Life (Students living in residence halls only.)
 Students must check out properly from their rooms before obtaining the signature from the Housing and Residence Life Office. (144 New Hall West)

Signed _____ Check-out Date _____
(Housing Representative)

4. Corps of Cadets (Cadets only)

Signed _____ Date _____
(Commandant)

5. Cranwell International Center (International students only)

Signed _____ Date _____
(Cranwell International Center Representative)

6. SUBMIT COMPLETED FORM TO THE OFFICE OF THE UNIVERSITY REGISTRAR.

Administrative Use Only			
<i>Received by</i>	<i>Date</i>	<i>Effective Date</i>	

IF YOU ARE REQUESTING A RESIGNATION , PLEASE READ CAREFULLY:

1. The date you hand in the completed resignation form in 212 Hancock will be the effective date used for its processing, and any refund (if applicable) will be awarded based on that effective date and according to the refund schedule established by the Bursar's office. Refund schedules are particular to specific semesters. Please see http://www.bursar.vt.edu/refunds/refund_policy.php for refund information.
2. If you are a student living off-campus, once you turn in this form, our office will sign the form (again, using the effective date on which it was received) and submit the original form to the Registrar's office for Processing.
3. If you are a student living on-campus, once our office signs this form, you must take the original and schedule a check-out time from your residence hall room with your RA. Once that is complete, YOU must take the original form to the Registrar's office for processing (2nd floor, Student Services Building).
4. If you are a member of the Corp of Cadets, you must also have the Commandant sign the form, then YOU must take the original form to the Registrar's office for processing (2nd floor, Student Services Building).
5. If you are an International Student, you should meet with someone in the Cranwell International Center to see how this resignation may affect your visa status and your ability to remain in or return to this country
6. *IF YOU RECEIVED FEDERAL FINANCIAL AID FOR THE SEMESTER YOU ARE PLANNING TO RESIGN:* we strongly suggest you meet with your financial aid counselor prior to making this decision as the disbursement of aid you received will be impacted (i.e. a portion of this aid may be expected to be returned immediately, not 6 months after graduation).
7. If you have any questions about the resignation you need to speak with Christi Boone, 212 Hancock Hall.