Request for Backdated Withdrawal from Texas Tech University

Important Withdrawal Information:

- If the student receives financial aid, some or all of the funds may have to be returned. Please contact Student Financial Aid & Scholarships (742-3681).
- If the student is living on campus, contact University Student Housing at 742-2661 before completing the backdated withdrawal.
- If the student has a registration hold, the registration hold must be cancelled before the backdated withdrawal is processed. To check the student record for registration holds, see WOAHOLD.
- If the student is receiving Military and/or Veteran’s Benefits, contact Debra Crosby at 742-3661 ext. 237.
- Withdrawals affect student insurance.
- If the student is an International student, please contact the Office of International Affairs at 742-3667.
- **Student Business Services** (742-3268):
  - Students who are given a backdated withdrawal the 13th class day (fall/spring) and 5th class day (summer) through the last day to withdraw will receive a grade of "W" for all enrolled courses.
  - Students who are given a backdated withdrawal prior to the first day of class will have all course dropped completely from the term and receive a full refund.

Refund information for the current term may be found at:

[http://www.depts.ttu.edu/studentbusinessservices/withdraw.php](http://www.depts.ttu.edu/studentbusinessservices/withdraw.php)

(Click on the "Historical Withdrawal Data" link for refund information for prior terms.)

**Date to use on Backdated Withdrawal:** ________________________________

**Term:** ________________________________

**Name:** ________________________________

**Student ID (R#):** ________________________________

**Reason:** ________________________________

Your signature below will confirm that the above withdrawal guidelines have been discussed with the student. Students will need to reapply to the university for a future term via the Former Tech Students link at [http://www.depts.ttu.edu/formertech/](http://www.depts.ttu.edu/formertech/).

**College:** ________________________________

**Academic Dean Printed Name:** ________________________________

**Academic Dean Signature:** ________________________________ Date: ________________

Note to Academic Dean Office: Please upload this form via the Office of the Registrar SharePoint. Do not send it with the student.