

Withdrawal Form

Texas Tech University

Withdrawal from the university will result in all courses being dropped and your student account being inactivated.

Prior to Withdrawing:

If you receive **financial aid** or are living on campus in **TTU student housing**, you must first contact those offices before you may withdraw.

If you have a registration hold on your student record, you must have the registration hold cleared before you may withdraw. To check your student record for registration holds, log on to **MyTech Portal**.

Withdrawal Grades:

Beginning Fall 2005, students who withdraw from the university 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.

Withdrawal Dates:

Students who find it necessary to withdraw from the university before the end of the long semester or summer terms must complete the withdrawal process by the following dates:

Summer I 2011: June 28, 2011
Summer II 2011: August 1, 2011
Fall 2011: November 30, 2011

Partial refunds may be available, depending upon the date of withdrawal. For refund information, visit: www.depts.ttu.edu/registrar/pages.asp?page=Withdrawal If you receive a refund, and withdraw during a Fall or Spring term, you will need to reapply for a future term if you decide to return to the university. Reapplication may be made at: www.depts.ttu.edu/formertech/

Check all that apply:

Fall Spring Summer I Summer II Year:

Term: _____

Name: _____ Student ID number: _____

Reason for withdrawal: _____

Your signature below will confirm that you wish to withdraw completely from Texas Tech University. Active terms not checked above, will remain open and active.

Signature: _____

Date: _____ Contact phone number for questions: _____

Fax the completed form to the Office of the Registrar at 806.742.0355, or bring it to Academic Records, West Hall Room 103.