

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 last day to withdraw for that term. Please see the academic calendar for the last day to withdraw at <http://www.depts.ttu.edu/officialpublications/calendar/index.php>.

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/

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 for the term indicated.

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.