

# MALS PROGRAM WITHDRAWAL FORM

Reed College • MALS • Eliot 422 • 3203 SE Woodstock Blvd, Portland, OR 97202  
Phone: 503/777.9927 • Fax: 503/517.7345 • Email: MALS@reed.edu

*Withdrawals are for students who plan to depart from Reed's MALS program permanently.* Please contact the MALS director, preferably in person, to discuss your reasons for withdrawing from the program and the process. Students who have withdrawn and desire to return must apply for readmission through the MALS Office. Please complete the sections below and obtain the appropriate signatures. If you are unable to come to campus, you may email the relevant offices about your withdrawal and copy the MALS office. Receipt of the email you send to these offices is a substitution for obtaining signatures on the form in person.

When all necessary signatures are obtained, please return this form via one of the following routes: in-person, by mail, by fax, or by scanning and emailing it to the MALS office.

Name \_\_\_\_\_ Reed ID \_\_\_\_\_

Current Address \_\_\_\_\_

Cell Phone Number \_\_\_\_\_ Non-Reed Email \_\_\_\_\_

## WITHDRAWAL DATES

Withdrawal begins:     Fall     Spring     Summer of \_\_\_\_\_

*If you are withdrawing after the start of the current semester, provide the name and date of the last regularly scheduled class you attended. If you have any questions about what defines attendance or a regularly scheduled class, please contact MALS or the office of the registrar.*

Last class attended (e.g. MALS 550): \_\_\_\_\_ Last date attended: \_\_\_\_\_

## REQUIRED SIGNATURES

\_\_\_\_\_  
**Student** (*read statement below prior to signing*) \_\_\_\_\_ **Date** \_\_\_\_\_

*By signing above, I acknowledge that my withdrawal from the College is effective as of the above noted date.*

\_\_\_\_\_  
**MALS Office, Eliot 422** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**Faculty Adviser** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**Business Office, Eliot 308** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_  
**Financial Aid, Eliot 202 (if relevant)** \_\_\_\_\_ **Date** \_\_\_\_\_

## Frequently Asked Questions

### **If I withdraw prior to or during a semester for which I have already registered, will my registration for those classes be canceled?**

Yes, your registration for classes will be canceled for all semesters following the time when your withdrawal is in effect. Please contact the Registrar's Office for more information.

### **What will be recorded on my transcript if I withdraw during a semester in which I am enrolled?**

If your Withdrawal begins before the drop deadline for your course (semester-long or year-long), no record of your attendance will be recorded for that semester. If your Withdrawal begins after the drop deadline (semester-long or year-long, again, whichever is applicable to each course), "W" for withdrawal will be entered in your transcript for those courses for that semester.

### **Can I take classes at other institutions while withdrawn from the College?**

Yes. A Withdrawal is an official separation from the college, indicating you do not plan to return to Reed College in the future, therefore any further academic pursuits at other institutions will have no bearing on your Reed academic record.

### **What happens if I decide later that I would like to return?**

Readmission of students who have withdrawn from Reed is coordinated through the MALS Office. Students should contact the MALS office to discuss the readmission process.

In certain cases (when the school has asked the student to take some time away), students must fulfill the conditions or sanctions set forth by the College in addition to being approved for readmission. Students should be ready to document that they have met those conditions.

## **CAMPUS COMMUNICATIONS**

### **Will I keep my on-campus mailbox?**

No. Students who have withdrawn and are therefore not enrolled do not retain their campus mailbox. Mail will be sent to the forwarding address provided by the student. To set your forwarding address, go to the mail forwarding site on IRIS and enter a forwarding address. It is possible to forward overseas, however, the effectiveness of this option varies between countries.

### **Will I continue to have access to my Reed email account?**

Please contact Computer User Services with questions regarding your Reed email account.

## **CAMPUS RESOURCES**

### **May I use the library?**

Students who have withdrawn are welcome as visitors in the library but are not granted borrowing privileges.

### **Can I continue to use the services of the Health & Counseling Center?**

Students who have withdrawn do not have access to the on-campus health and counseling center staff or services. For more information, contact the health center directly.

### **Do I lose my Reed health insurance?**

If you attended at least 30 days of a semester, and purchased the Reed Health Plan, you will continue to be covered by the student health insurance for that term.

If you attended less than 30 days of the semester, purchased the Reed Health Plan, and used the health insurance, you will continue to be covered by the student health insurance.

If you attended less than 30 days of the semester, purchased the Reed Health Plan, and did not use the health insurance, you will NOT continue to be covered by the student health insurance.

The Affordable Care Act allows individuals to purchase insurance whether they have a pre-existing condition or not so you will be able to purchase an individual plan through the marketplace.

Please contact the Business Office directly to find out more.

### **May I access resources for the Center for Life Beyond Reed?**

If you have attended at least two semesters at Reed, you will fall into the category of alumni and may access the Center's resources.

## **May I use the Sports Center?**

Sports Center resources are limited and are reserved for currently enrolled students or alumni.

## **Will I have access to computer facilities?**

Please contact Computer User Services with questions regarding access to computer facilities.

## **FINANCIAL**

### **What happens to any payments that I've already paid to the Business Office for the remainder of the semester/year?**

When a student submits their completed Withdrawal form, a worksheet is prepared by the Business Office to calculate any refund or balance due. Refunds of tuition are based on the number of days completed in the semester. Please inform the Business Office to whom any refund check should be sent. A copy of the worksheet mentioned above will be appended to the check.

### **How does my Withdrawal affect my eligibility for subsequent financial aid, and what happens to the financial aid I have received for the semester/year?**

Withdrawing does not affect your eligibility for financial aid in the future; however, an unfinished semester may be counted as one semester of financial aid eligibility used. If you complete less than 60% of a semester, that semester will not be counted as a semester of financial aid used. If you complete 60% or more of a semester, that semester will be counted as a semester of financial aid used. In either case, lifetime loan aggregate limits apply and the amounts that you retain for an unfinished semester will be counted toward this aggregate limit. The Business Office determines how much, if any, of your current financial aid must be repaid to the financial aid programs and how much financial aid you are eligible to retain. This calculation is based on your withdrawal date. Please be certain to discuss with the Financial Aid Office and Business Office any money you may owe (aid to be repaid) as a result of withdrawing. You may or may not owe, depending on your individual situation. *Please note that 60% of the semester is generally completed several days prior to the deadline to withdraw. This means that if you decide to withdraw after the 60% mark, but before the withdraw deadline, you may lose a semester of financial aid eligibility. Please contact the Business Office at student-accounts@reed.edu to determine what this deadline is for the semester you are considering withdrawing.*

### **Will I be able to continue charging purchases at the Bookstore?**

No, your Bookstore account will be closed.

**MALS Office**