

# WITHDRAWAL FORM

Reed College • Student Services • Eliot 218 • 3203 SE Woodstock Blvd, Portland, OR 97202  
Phone: 503/517-7396 • Fax: 503/777-7225 • E-mail: [student-services@reed.edu](mailto:student-services@reed.edu)

*Withdrawals are for students who plan to depart from the College permanently.* Please review the FAQs online for more information about withdrawing: <http://www.reed.edu/dean-of-students/leave-and-withdrawals/withdrawal-home.html>. Students who have withdrawn and desire to return must apply for readmission through the Registrar's Office. The final deadline to withdraw can be found on Reed's academic calendar. Tuition, housing, and board refunds will be calculated on Reed's refund schedule, found in the catalog and guidebook.

*To withdraw from Reed College*, please schedule a meeting with a dean in Student Services via the administrative coordinator to Student Services (see contact information above). The meeting will provide you a chance to ask questions, discuss your reason(s) for withdrawing, and provide an opportunity for you to share feedback you'd like to give the college regarding your experience at Reed. Please bring this form to your meeting with all but the signatures complete. You and a dean should sign the form before you gather the other signatures.

*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 Student Services at the contact information listed above.

Name \_\_\_\_\_

Reed ID # \_\_\_\_\_

Class: ☐ First Year ☐ Sophomore ☐ Junior ☐ Senior

Current Address (residence hall and room number if on campus): \_\_\_\_\_

Permanent Address \_\_\_\_\_

On Leave Address \_\_\_\_\_

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

*Please notify the Registrar's Office of any address changes while you are on leave.*

## WITHDRAWAL DATES

Withdrawal begins: ☐ Fall of \_\_\_\_\_ ☐ Spring 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 the Office of the Registrar.*

Last class attended (e.g. Bio 201): \_\_\_\_\_ Last date attended: \_\_\_\_\_

## REQUIRED SIGNATURES *Please note that Student Services signature must be obtained prior to other signatures*

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

By signing above, I acknowledge that I understand that my withdrawal from the College is not finalized until I have submitted my completed form to Student Services. I also understand that the information I receive (in-person, by phone, or via email) from the individuals and offices listed below requiring signatures may be considered current **only** for the next 3 business days. If I submit my completed form to Student Services after this 3 day time period, it is my responsibility to contact the involved offices for updated information. I understand that failure to do so could have various implications for me, financially or otherwise.

Student Services, Eliot 218 \_\_\_\_\_ Date \_\_\_\_\_

Financial Aid, Eliot 202 \_\_\_\_\_ Date \_\_\_\_\_

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

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

International Student Services (if international student), GCC 104 \_\_\_\_\_ Date \_\_\_\_\_

By checking this box ☐ I confirm that I have sent [res-life@reed.edu](mailto:res-life@reed.edu) an email notifying them of my withdrawal.  
(required only for students living in/planning to live in on-campus housing)

## INITIATION DATE *To be filled out by Student Services*

Withdrawal initiation date \_\_\_\_\_ OR ☐ Continuation of leave from (semester): \_\_\_\_\_  
☐ Continuation of Emergency Absence from (start date): \_\_\_\_\_

## OFFICE USE ONLY

Registrar's Office	Classes dropped	Term coded	SFAWDRL	MS Box Deleted	Processor Initials/Date	Effective Date
Business Office	Perkins/Reed Loan	TMS	Waiver	Room & Board	Bookstore	Facilities
Residence Life	Move-out date (typically three days after signature)					