

# NON-RETURN/WITHDRAW FORM



**Hope** COLLEGE  
HOLLAND, MICHIGAN

Will you complete the semester in which you are currently enrolled?  Yes  No

Are you leaving due to medical circumstances?  Yes  No

LAST NAME	FIRST NAME	MIDDLE NAME
-----------	------------	-------------

NON-HOPE EMAIL ADDRESS	STUDENT ID NUMBER
------------------------	-------------------

PERMANENT ADDRESS STREET	CELL PHONE NUMBER
--------------------------	-------------------

CITY	STATE	ZIP
------	-------	-----

Use this space to provide the reason you are leaving Hope.	If leaving during semester, please provide the exact date you last attended a class.  _____ Month                      Day
--	---

Do you plan to readmit to Hope College? <i>If yes, for what semester/term and year?</i> _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

Will you be transferring to another college or university? <i>If yes, provide the institution name and major you plan to pursue.</i> _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

<input type="checkbox"/> I am an International Student <input type="checkbox"/> I Receive Veterans Administration Benefits	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

**AFTER READING INFORMATION ON THE BACK, SIGN YOUR NAME AND DATE THE FORM. By signing this form you are agreeing that you've read and understand the information on the back of the form. Any questions concerning these policies have been discussed with the appropriate office.**

HANDWRITTEN STUDENT SIGNATURE	DATE	DEAN OF STUDENTS SIGNATURE	DATE
-------------------------------	------	----------------------------	------

FINANCIAL AID SIGNATURE	DATE	BUSINESS SERVICES SIGNATURE	DATE
-------------------------	------	-----------------------------	------

REGISTRAR'S OFFICE SIGNATURE	DATE	REGISTRAR'S OFFICE USE ONLY:	
		STATUS: _____	LAST TERM OF ATTENDANCE: _____
		REASON: _____	CLASSES DROPPED: _____
		CODE: _____	
BUSINESS SERVICES OFFICE USE ONLY:			
MEDICAL DOCUMENTATION RECEIVED _____			

## Financial Aid

A financial aid counselor can help you understand how not returning to or withdrawing from college impacts your current and future financial aid (including merit award) eligibility.

- **Student/Parent Loan Repayment** – If you and/or your parent(s) have borrowed student or parent loans while attending Hope, you need to have a thorough understanding of when your loan repayment begins and the options available to you.
- **Satisfactory Academic Progress Policy** – Withdrawing during the semester impacts your progress toward degree completion, which impacts your eligibility for financial aid. If you think you may want to return to Hope in the future or transfer to another college, we will discuss how withdrawing impacts your eligibility for future financial assistance.
- **Financial Aid Award Adjustments** – We are required to recalculate your financial aid awards based on the number of days you were enrolled before withdrawing. Business Services will compute your charges and award adjustments after receiving your completed Withdraw Form from the Registrar.
- **Merit Award Decisions** – If you are a Hope merit award recipient, non-returning and/or withdrawing impacts your eligibility for future merit award payments.

## Business Services -Student Account Information for Withdrawing During a Semester

It is important to talk with an administrator in Business Services before you leave campus. Based on your circumstances and official withdrawal date, you may be eligible for a refund. The standard refund schedule is posted in the college catalog under student expenses.

## Housing

Withdrawing during the semester impacts your current housing. The following process will take place:

- Once the withdraw form is complete and turned into the Registrar's office, you will have 48 hours to move out of college housing. We encourage you to let your roommate know you are leaving Hope.
- You will need to arrange a checkout time with your Resident Director (RD) or Resident Assistant (RA). During the checkout process you will:
  - Turn in all your keys to the residence and/or mail key
  - Complete a walk-through of your residence to complete a Room Condition Report (RCR).
  - If you live out of state or abroad and require more time for the move out process, please consult with the Director of Residence Life or the Dean of Students.

## Readmitting to Hope

To apply to return to Hope, go online to [hope.edu/apply](http://hope.edu/apply).

- Select the [Application for Readmission](#) under Previously Enrolled Students.
- If you want to participate in the early registration process, an application for spring semester should be submitted by March 1 and an application for fall semester should be submitted by October 1.