



Registration and Records
The Evergreen State College - Olympia, Washington 98505
(360) 867-6180 - registration@evergreen.edu - www.evergreen.edu

Withdrawal or Leave of Absence Check List

If you are planning to withdraw or be on leave of absence from Evergreen, here are important steps to take and offices to contact regarding your change of status:

First step: Update your mailing address either in person at the Registration Office or by using your my.evergreen.edu account.

[] Registration and Records, Sem 1, Third Floor, 360-867-6180

- ✓ Complete [Leave of Absence/Withdrawal Form](#)
- ✓ Drop any current registration by 30th calendar day of the quarter
- ✓ [Petition for Registration Policy Exception](#) if appropriate; contact Registration Office for details and further advice

[] Financial Aid, Sem 1, Third Floor, 360-867-6205

- ✓ Complete the [Change of Information Form](#) at the Financial Aid Office
- ✓ Ask for help completing Sections II & III of this form if you are unsure about which options to choose.
- ✓ Request that the Financial Aid Office mail you a Loan Exit Counseling Packet.
- ✓ If you had a Perkins Loan, contact Student Accounts

[] Residential and Dining Services, Residence Hall A Room 301, 360-867-6132

- ✓ Complete Check-out Form
- ✓ Complete a Cleaning/Damages Disclaimer form
- ✓ Return all keys
- ✓ Complete a Release from Contract form (Release from Contract forms require a signature from Registration and Records staff **or** faculty signature)
- ✓ Disconnect landline phone service
- ✓ Contact Student Accounts to cancel your meal plan

[] Parking Services, Sem 1 2150, 360-867-6352

- ✓ Contact Parking Services to return valid parking decals for any applicable refund

[] Student Accounts, Sem 2 E2105, 360-867-6447

- ✓ Meal plan cancellation – bring a copy of your [LoA/Withdrawal Form](#) to Student Accounts
- ✓ Correct or update mailing address
- ✓ Pending Financial Aid revisions if applicable
- ✓ Refunds after tuition refund, if applicable, and any Financial Aid revision
- ✓ Complete a Perkins Loan Exit Interview, even if you are leaving for only one quarter

[] Payroll Office, Sem 2 C2105, 360-867-6460

- ✓ Check on any outstanding Time Sheets
- ✓ Maintain updated mailing address