



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, Lib 1101, 360-867-6180**

- ✓ Complete this Leave of Absence/Withdrawal Form (p.2)
- ✓ 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, Lib 1233, 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, Lib 1112, 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, Lib 1126, 360-867-6460**

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

Registration and Records Office
Change of Status Form

It is essential for you to keep us informed about your mailing address while you are away from Evergreen. We will continue to mail important information to you while you are on leave. You may return from leave anytime, up to one year after you begin your leave. In other words, if you complete winter quarter, then go on leave, you may return anytime up to the following spring quarter. If you do not return by this time, your status will be changed to withdrawn, and you will need to re-apply to the college. Summer quarter is not included in this calculation. **Conditionally admitted students are not eligible for a leave of absence.**

Name: _____ ID # _____

Do you receive financial aid? Yes No FA Use _____

Are you receiving veteran's benefits? Yes No

I would like to:

be on Leave of Absence Beginning: _____
(for up to one year) For the
following reasons: _____

Withdraw as of: _____
(must reapply to return) in order to: _____

Current program and faculty name _____

Address change only (new address) Street: _____ City: _____
State: _____ Zip: _____ Phone: _____
Email: _____

Signature: _____

Registration and Records
Library 1101
registration@evergreen.edu
360.867.6180 - tel
360.867.6680 - fax

For Registration Use		
Reg Status		
Mo	Day	Yr