

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:

***\*New and conditionally admitted students are not eligible for a leave of absence.***

**REGISTRATION AND RECORDS, LIBRARY 1101, 360.867.6180**

<input type="checkbox"/>	<b>FIRST STEP: UPDATE YOUR MAILING ADDRESS, PHONE AND EMAIL. YOU CAN DO SO, IN PERSON AT THE REGISTRATION OFFICE OR ONLINE THROUGH YOUR MY.EVERGREEN.EDU ACCOUNT.</b>
<input type="checkbox"/>	Complete this Leave of Absence/Withdrawal Form (page 2).
<input type="checkbox"/>	Drop any current Registration.
<input type="checkbox"/>	Submit Petition for Registration Policy Exception if appropriate. Contact Registration for details and advice.

**FINANCIAL AID, LIBRARY 1233, 360.867.6205**

<input type="checkbox"/>	Contact the Financial Aid Office.
<input type="checkbox"/>	Complete the Financial Aid Change of Information Form.
<input type="checkbox"/>	If you are unsure about which options to choose, ask for help completing the Change of Information form.
<input type="checkbox"/>	If you borrowed a <a href="#">Federal Direct Student Loan</a> , you must complete an Exit Interview with <a href="#">StudentLoans.gov</a> .

**RESIDENTIAL AND DINING SERVICES, RESIDENCE HALL A ROOM 301, 360.867.6132**

<input type="checkbox"/>	Complete a Release from Contract form (Release from Contract forms require a signature from Registration and Records staff or faculty signature).
<input type="checkbox"/>	Clean your room, remove all of your belongings and lock up your space.
<input type="checkbox"/>	Return all keys to the RAD office.

**BOOKSTORE, CAB, 360.867.5300**

<input type="checkbox"/>	Close your Bookstore account.
<input type="checkbox"/>	Transfer any remaining balances to Student Accounts for a refund.

**PARKING SERVICES, SEMINAR I 3157, 360.867.6352**

<input type="checkbox"/>	Contact Parking Services to return valid parking decals for any applicable refund.
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**STUDENT ACCOUNTS, LIBRARY 1112, 360.867.6447**

<input type="checkbox"/>	Check to see if a refund or balance is due.
<input type="checkbox"/>	If you borrowed a Perkins Loan, you must complete a <a href="#">Perkins Loan Exit Interview</a> online or with the <a href="#">Perkins Loan Manager</a> located in Student Accounts Office, Library 1112, even if you are leaving for only one quarter.

**PAYROLL OFFICE, LIBRARY 1126, 360.867.6460**

<input type="checkbox"/>	Check on any outstanding Time Sheets.
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# Registration and Records Office Change of Status Form

registration@evergreen.edu  
360.867.6180  
360.867.6680 Fax

Name \_\_\_\_\_ ID # \_\_\_\_\_

**\*New and conditionally admitted students are not eligible for a leave of absence.**

Do you receive financial aid?  Yes  No

Are you receiving veteran's or dependent benefits?  Yes  No

**I WOULD LIKE TO:** (Check the appropriate boxes)

**BE ON LEAVE OF ABSENCE** Beginning Quarter  Fall  Winter  Spring  Summer Year: \_\_\_\_\_

(for up to one calendar year) Anticipated Return  Fall  Winter  Spring  Summer Year: \_\_\_\_\_

For the following reasons:  Medical  Study Abroad  Personal/Time Off  Other (please leave comment)

**Comments** \_\_\_\_\_  
\_\_\_\_\_

**WITHDRAW** As of \_\_\_\_\_

(must re-apply for admission to return)

For the following reasons:  Medical  Transfer  Personal  Other (please leave comment)

**Comments** \_\_\_\_\_  
\_\_\_\_\_

Class(es) I am currently registered in \_\_\_\_\_  
\_\_\_\_\_

Faculty Name(s) \_\_\_\_\_

Number of credits \_\_\_\_\_ Last date you attended class(es) \_\_\_\_\_

**NEW ADDRESS, PHONE AND EMAIL** Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**FOR REGISTRATION AND RECORDS OFFICE USE ONLY**

<p><b>FINANCIAL AID</b> Last Date of Attendance _____ mm/dd/yy FA Copy Yes <input type="checkbox"/> No <input type="checkbox"/> _____ Initial and Date</p>	<p><b>STUDENT ACCOUNTS</b> Holds Yes <input type="checkbox"/> No <input type="checkbox"/> SA Copy Yes <input type="checkbox"/> No <input type="checkbox"/> _____ Initial and Date</p>	<p><b>RAD/HOUSING</b> Contract Release Yes <input type="checkbox"/> No <input type="checkbox"/> Address Updated Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><b>REGISTRATION</b> Drop Yes <input type="checkbox"/> No <input type="checkbox"/> SPACMNT <input type="checkbox"/> Petition Yes <input type="checkbox"/> No <input type="checkbox"/> Student Copy <input type="checkbox"/> Student Status New <input type="checkbox"/> Continuing <input type="checkbox"/> _____ Signature and Date</p>
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