



Withdrawal Checklist for Carroll College

Before You Withdraw or Drop All Your Classes...

- ✓ Review the tuition/fee refund schedule and the financial aid return policy in the Academic Catalog or on the website: (<https://carroll.smartcatalogiq.com/2018-2019/Academic-Catalog/Tuition-Fees-and-Payment/Payment-Information/Refund-and-Full-Withdrawal-from-the-College>)
- ✓ Discuss your estimated financial aid adjustments and refunds with the Financial Aid Office and the Business Office.
- ✓ Discuss withdrawing with your faculty advisor
- ✓ If you decide to withdrawal, complete and return the Withdrawal Form to the Registrar's Office within 3 days of initiating the withdrawal process.
- ✓ Update the Registrar's Office with any change of address or phone number.
- ✓ Contact the Housing department if you live on-campus and arrange your departure.
- ✓ Complete loan exit counseling on-line (if applicable)- an exit packet will also be mailed to you
 - Federal Stafford Loans: StudentLoans.gov
 - Federal Perkins Loans: <https://www.myloancounseling.com/> (Available within 30 days of withdrawal)
- ✓ Contact your loan lenders to inform them of your out-of-school date and repayment status.
- ✓ Update loan lenders with any change of address, phone number or email address.
- ✓ If you have a campus P.O. Box, collect your mail prior to leaving campus.
- ✓ Pay any remaining charges you may have to the Business Office after your official withdrawal has been processed (within 45 days)
- ✓ Contact the Admission Office if you are interested in readmitting to the college in any future term.
- ✓ If you are transferring and need to request official transcripts contact the Registrar's Office