



WITHDRAWAL CHECKLIST

Step 1: Meet with your class dean to discuss the process and conditions of withdrawal (Refer to the *Student Handbook* for more information about withdrawal).

Step 2: Complete and submit a Request to Withdraw form to your class dean.

After meeting with your class dean and submitting your Request to Withdraw form, we recommend that you be in touch with the following College offices to take care of the items below prior to your departure from campus:

Hinman Mail Center (Hopkins Center, 603-646-2824)

_____ Make arrangements to have HB mail forwarded to current mailing address

Student Financial Services Office

(103 McNutt Hall, 603-646-3230, Student.Financial.Services@Dartmouth.edu)

_____ Determine date(s) payments will be due and make necessary arrangements

Financial Aid Office – *Financial Aid Recipients Only*

(2nd Floor McNutt Hall, 603-646-2451, Financial.Aid@Dartmouth.edu)

_____ If reasons for withdrawal are financial, ensure that Financial Aid Office knows and has done what it can to alleviate the situation
_____ Discuss impact of withdrawal on current and future awards
_____ Determine when (if) loans will enter repayment
_____ Obtain information about applying for aid for the next academic year

Health Services Insurance Office (Dick's House, 603-650-1438)

_____ Check status of eligibility for student group health insurance plan
_____ Discuss dates for canceling current plan, if applicable

Housing Office (7 North Massachusetts Hall, 603-646-3093, Residential.Life@Dartmouth.edu)

_____ Check on-campus housing application deadlines on the ORL website at <
<http://www.dartmouth.edu/~orl/housing/dates.html> >
_____ File housing application for term you expect to return well in advance of deadline
<<http://www.dartmouth.edu/~orl/housing/forms>>

Registrar's Office, Computer Records (4 McNutt Hall, 603-646-3030, Registrar@Dartmouth.edu)

_____ Notify College of contact address and phone number while away
_____ Confirm permanent address and phone number

NOTE: Most withdrawn students retain access to the BlitzMail system for one year from the date of withdrawal. Accounts cannot remain active beyond that length of time due to licensing restrictions. We recommend contracting with a private-carrier E-mail provider well in advance of the expiration date.