



WITHDRAWAL CHECKLIST

We recommend that you be in touch with the following College offices, or take care of the following items, 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, 603-646-9438)

_____ 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

Registrar's Office, Transfer Credit (4 McNutt Hall, 603-646-3029, Registrar@Dartmouth.edu), if applicable

_____ Discuss transfer credits

NOTE: Most withdrawn students retain access to the BlitzMail system for *one year* from the date of withdrawal.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.