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:

Faculty teaching your courses this term

- Notify your faculty that you will be withdrawing

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 (105 McNutt Hall, 603-646-2246, Registrar@Dartmouth.edu)

- Update contact address, phone number, and confirm permanent address
- and phone number using Address/Contact Information link from BannerStudent http://www.dartmouth.edu/bannerstudent/
- If applicable, review Transfer Term information and complete appropriate documentation http://www.dartmouth.edu/~reg/enrollment/studyaway/index.html.

NOTE: Most withdrawn students retain access to the BlitzMail system for *one year* from the date of withdrawal.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