WITHDRAWAL CHECKLIST

We recommend that you be in touch with the following College offices, prior to your departure from campus. Most withdrawn students retain access to the BlitzMail system for one year from the date of withdrawal.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.

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

Campus Billing and DartCard Services (103 McNutt Hall, 603-646-3230, Campus.billing@dartmouth.edu)
- Determine date(s) payments will be due and make necessary arrangements
- Resolve all financial balances or establish a payment plan at least sixty days in advance of registration

Financial Aid Office (2nd Floor McNutt Hall, 603-646-2451, Financial.Aid@Dartmouth.edu)
- If reasons for withdrawal are financial, ensure that Financial Aid Office 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 www.dartmouth.edu/bannerstudent/
- If applicable, review transfer term information and complete appropriate documentation www.dartmouth.edu/~reg/enrollment/studyaway/index.html.
- Discuss impact of withdrawal on current and future awards