

Institutional Withdrawal Form

Program Withdrawal:

A student who desires to withdraw from a program is required to consult with their Faculty Advisor, the Dean/Program Director, and the Registrar. Completion of the Institutional Withdrawal form is required.

Students must complete this form for any situation where they are being withdrawn from the University:

- Voluntary withdrawal (other than temporary leave of absence)
- Academic dismissal
- Other dismissal

Name: _____

Address: _____

Phone: _____ Email (other than ResU): _____

Please complete **all** steps of this process to avoid a hold on your records. *Failure to complete this form and return your ResU ID badge, and/or comply with the bursar, financial aid, and library policies, will result in a continued hold on your records. This will prevent the release of transcripts and other information in your academic record.*

1. **If you received financial aid while at ResU, you must contact Financial Aid at financialaid@resu.edu or 773-252-6446 to clear your account and complete an online exit interview.**
Financial Aid Staff Signature (6th Floor): _____
2. **Pay any outstanding balances owed to ResU at the Bursar's Office on the 6th floor.** Please contact Nadine Mills at nadine.mills@resu.edu or 773-252-5123.
Bursar Staff Signature (6th Floor): _____
3. **Return all library materials checked out from the ResU library on the 1st floor.** Please contact Liesl Cottrell at liesl.o'kane@resu.edu or 773-252-5114.
Library Staff Signature (1st Floor): _____
4. **Return this completed form with your ResU ID badge to the Office of the Registrar or Student Services.**
Registrar Staff Signature (6th Floor): _____

When the Registrar's office receives this completed form with your ID badge, and your account is cleared by the financial aid and bursar's offices and the library, the Office of the Registrar will release the hold on your academic records. Please contact the Office of the Registrar if you have questions at RESURegistrar@resu.edu or 773-235-5708.

I certify that I have complied with steps 1-4 above to complete my withdrawal from Resurrection University.

Student Signature: _____ Date: _____