



# Request for Withdrawal from Naropa University

*Speak to financial aid before dropping courses.*

Last Name	First Name	M.I.	I.D. #	Last four digits of SS#
Address after Withdrawing		City	State	Zip Code
(   )				
Current Phone No.	Academic Program			
Date:	Semester:			
Last date and semester you will attend		E—mail Address		

Reason for withdrawal:
Signature of Student: _____
Date: _____

Complete all obligations as outlined below.

## POLICY RELATED TO WITHDRAWING FROM NAROPA UNIVERSITY

Students who intend to withdraw should inform an advisor as soon as possible. Upon notification of an advisor, you will be dropped from your current or future semester courses, in accordance with the drop/add and withdrawal schedule. This means that if the deadline has passed for dropping one or more of your courses, you will be financially and possibly academically responsible for those courses.

After notification to your advisor, you must be sure you are cleared of any obligations to the following departments:

- i. Library for library books to be returned: [library@naropa.edu](mailto:library@naropa.edu)
- ii. Transportation for transportation fees [transportation@naropa.edu](mailto:transportation@naropa.edu)
- iii. Tuition cashier for unpaid balance [tuition@naropa.edu](mailto:tuition@naropa.edu)
- iv. Financial Aid for financial aid exit (see above) [finaid@naropa.edu](mailto:finaid@naropa.edu)
- v. Advisor for a Student Survey at <http://www.naropa.edu/current/surveys.cfm>.

Unpaid fees, tuition or other financial obligations may be sent to collections.

If any one of these obligations is incomplete, it may prevent you from receiving an official transcript and other services from the University until the obligations are met. Past due accounts may be sent to collections.

## **PROCEDURE FOR WITHDRAWING FROM NAROPA UNIVERSITY**

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### **The Steps**

- Speak to Financial Aid about your plans. Students who receive or have received financial aid must complete an exit interview by going to [http://www.nsls.ed.gov/nsls\\_SA/SaEcWelcome.do](http://www.nsls.ed.gov/nsls_SA/SaEcWelcome.do) (Stafford and Grad Plus) and <http://www.ecsi.net/> for Perkins Loans.
- Make appointment with your **Advisor**. Your advisor will
  - Help you make a final decision
  - Inform the university of your plans to withdraw. Once the university is informed, you will be dropped from your courses and withdrawn from the university.
  - Direct you to complete a Student Survey at <http://www.naropa.edu/current/surveys.cfm>.
- Submit this form to Student Administrative Services.
- Ensure other obligations are complete:
  - Library for library books to be returned: [library@naropa.edu](mailto:library@naropa.edu)
  - Transportation for transportation fees [transportation@naropa.edu](mailto:transportation@naropa.edu)
  - Tuition cashier for unpaid balance [tuition@naropa.edu](mailto:tuition@naropa.edu)
  - Financial Aid for financial aid exit (see above) [finaid@naropa.edu](mailto:finaid@naropa.edu)
  - Advisor for Student Survey.
- All F-1 international students, must contact the International Student advisor: 303-546-3592; [jhinton@naropa.edu](mailto:jhinton@naropa.edu). Failing to do so may jeopardize student visa or cause other legal complications.
- Keep your address updated with the University so that you can be notified of outstanding tasks. Email will continue to be sent to your Naropa student email.

**Students with Financial Aid: You are strongly urged to speak with financial aid before dropping any of your courses. Failure to do so may have serious financial consequences.**

If any obligation is not met, it may prevent you from receiving an official transcript and other services from the University until the obligations are met. Past due accounts may be sent to collections.