

MALS PROGRAM WITHDRAWAL FORM

Reed College • MALS • Eliot 422 • 3203 SE Woodstock Blvd, Portland, OR 97202
Phone: 503/777.9927 • Fax: 503/517.7345 • Email: MALS@reed.edu

Withdrawals are for students who plan to depart from Reed's MALS program permanently. Please contact the MALS director, preferably in person, to discuss your reasons for withdrawing from the program and the process. Students who have withdrawn and desire to return must apply for readmission through the MALS Office. Please complete the sections below and obtain the appropriate signatures. If you are unable to come to campus, you may email the relevant offices about your withdrawal and copy the MALS office. Receipt of the email you send to these offices is a substitution for obtaining signatures on the form in person.

When all necessary signatures are obtained, please return this form via one of the following routes: in-person, by mail, by fax, or by scanning and emailing it to the MALS office.

Name _____ Reed ID _____

Current Address _____

Cell Phone Number _____ Non-Reed Email _____

WITHDRAWAL DATES

Withdrawal begins: Fall Spring Summer of _____

If you are withdrawing after the start of the current semester, provide the name and date of the last regularly scheduled class you attended. If you have any questions about what defines attendance or a regularly scheduled class, please contact MALS or the office of the registrar.

Last class attended (e.g. MALS 550): _____ Last date attended: _____

REQUIRED SIGNATURES

Student (read statement below prior to signing)

Date

By signing above, I acknowledge that my withdrawal from the College is effective as of the above noted date.

MALS Office, Eliot 422

Date

Faculty Adviser

Date

Business Office, Eliot 308

Date

Financial Aid, Eliot 202

Date

May I use the Sports Center?

Sports Center resources are limited and are reserved for currently enrolled students or alumni.

Will I have access to computer facilities?

Please contact Computer User Services with questions regarding access to computer facilities.

FINANCIAL

What happens to any payments that I've already paid to the Business Office for the remainder of the semester/year?

When a student submits their completed Withdrawal form, a worksheet is prepared by the Business Office to calculate any refund or balance due. Refunds of tuition are based on the number of days completed in the semester. Please inform the Business Office to whom any refund check should be sent. A copy of the worksheet mentioned above will be appended to the check.

How does my Withdrawal affect my eligibility for subsequent financial aid, and what happens to the financial aid I have received for the semester/year?

Withdrawing does not affect your eligibility for financial aid in the future; however, an unfinished semester may be counted as one semester of financial aid eligibility used. If you complete less than 60% of a semester, that semester will not be counted as a semester of financial aid used. If you complete 60% or more of a semester, that semester will be counted as a semester of financial aid used. In either case, lifetime loan aggregate limits apply and the amounts that you retain for an unfinished semester will be counted toward this aggregate limit. The Business Office determines how much, if any, of your current financial aid must be repaid to the financial aid programs and how much financial aid you are eligible to retain. This calculation is based on your withdrawal date. Please be certain