

Leave of Absence and Withdrawal

Student Checklist

Please be sure to complete the following important items prior to taking a Leave of Absence or Withdrawal from Westminster College.

Have you...?

- Spoken with a **Business Office** staff member about your financial status (balances, refunds, fees, loans, grants, etc.)
- Spoken with a **Financial Aid Office** staff member about your Financial Aid status (scholarships, loans, grants, etc.)
- Spoken with your **faculty members** and **advisor** if you plan to take any Incompletes or have other academic concerns.
- Spoken to your coach _____ Team affiliation(s) _____
- Scheduled exit interview with a Dean in the **Student Affairs Office**.
- Properly checked out of your **residence hall room** with a member of the Residence Life Staff if you live on campus.
- Turned in your **mailbox key** to the Mailroom. (*If you expect to leave on a day when the Mailroom is not ordinarily open, give the key to the Mailroom staff when it is open prior to your departure.*)
- Read **The Handbook for Students** and **Westminster College Undergraduate Catalog**.