



## Permanent Withdrawal Form (PW-E)

\*Students who leave at the end of a term/semester\*

“Students who do not intend to return to the College at the end of the semester or after the conclusion of their program must notify the Registrar’s Office and complete an exit interview with the Retention Coordinator and Financial Aid Coordinator.” Per the College Catalog.

Rev. 12/2018

1. \_\_\_\_\_  
 (PRINT)      First Name                                  Middle Name                                  Last Name

2. Address (to which correspondence should be sent following departure from DWC):

\_\_\_\_\_

Number and Street or P.O. Box                                  City                                  State/Province                                  Zip/Postal Code                                  Country

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

3. Last Undergraduate Semester/Term: Fall \_\_\_\_ Spring \_\_\_\_ Year \_\_\_\_\_

Last ESL Term:                                  Term A\_\_ Term B\_\_ Term C\_\_ Term D\_\_ Term E\_\_ Year \_\_\_\_\_

4. Standing: ( ) Freshman    ( ) Sophomore    ( ) Junior    ( ) Senior    ( ) ESL

5. Reasons for Leaving: ( ) Academic    ( ) Formational    ( ) Vocational    ( ) Personal

Describe the reason briefly (Use the reverse side of this sheet if necessary): \_\_\_\_\_

\_\_\_\_\_

6. Last Date Student Attended Classes: ( ) End of the Term/Semester                                  List actual date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**CLEARANCE:** To officially withdrawal and remain in good standing, obtain the signatures below in the order given. Return to the Registrar’s office once complete.

\_\_\_\_\_  
 Library Director  
 Library materials returned  
 Library materials not returned

\_\_\_\_\_  
 Financial Aid Coordinator  
 Exit Interview completed  
 Exit Interview not completed  
 Did not receive repayable financial aid

\_\_\_\_\_  
 Business Office Director  
 Account paid in Full  
 Account not paid in full: fold financial aid and academic transcript until all indebtedness to DWC is satisfied.

\_\_\_\_\_  
 Dean of Students

\_\_\_\_\_  
 Vice President of Admissions  
 Exit Interview held  
 No Exit Interview held

\_\_\_\_\_  
 Vice President for Academic Affairs                                  Date

\_\_\_\_\_  
 Registrar    Date

Office Use Only: ( ) Library Director, ( ) Financial Aid, ( ) Business Office, ( ) VP Admissions, ( ) VPAA, ( ) Student, ( ) Dean