VACATION OR WITHDRAWAL PROCEDURES

The following steps need to be completed in order for you to take a vacation term or officially withdraw from the college. A vacation term is a personal leave. While you are on a vacation term you remain an inactive student eligible to register for an upcoming semester by talking with your advisor who will assist you to register on-line. If you are uncertain about future plans you should opt for a vacation term rather than a withdrawal which allows you to return to Beloit, if and when you decide to. Should you decide not to return to Beloit, inform the Dean of Students Office (deanstu@beloit.edu) or Registrar's Office (registrar@beloit.edu) that you are officially withdrawing so your student status can be updated. The Registrar's office will usually withdraw you from the College after 3 consecutive vacation terms, unless you make other arrangements. This exit procedure is designed to protect your rights and is not complete until all relevant offices initial this form on the designated line in the left hand column.

___ 1) Schedule a vacation or withdrawal interview with the Dean of Students Office.

___ 2) Indicate when you are leaving (check appropriate time for the leave):

   ___ a) During current semester before the drop deadline.

   1. Pick up an add/drop card from the Registrar’s Office and have your instructors and advisor sign a drop card, which when completed you return to Registrar's Office.

   ___ b) During current semester but after the drop deadline.

   1. You need to speak to the Associate Dean of Students, the Director of Learning Enrichment and Disability Services, or the Registrar about protecting your academic record; otherwise, you run the risk of incurring all F's for the semester.

   2. You may be advised to petition the Academic Performance Committee in writing for a late drop or Withdraw Passing. This would involve contacting your advisor and the professor for support. The Dean of Students Office can assist you with appeal procedure information.

   ___ c) Taking a vacation term or officially withdrawing for the upcoming semester.

___ 3) Advisor -- it is a courtesy to see him/her regarding your plans.

___ 4) Mail Center -- please leave a forwarding address.

___ 5) Library -- return all books and pay any fines you might have incurred.

___ 6) Residential Life Office (if living on campus) -- notify the Office of Residential Life in writing that you are vacating your room. Examine your housing contract for more specific details. If you do not cancel your spring housing contract by 12/1 or your fall housing contract by 6/1, a cancellation fee will be assessed. Once you go through the exit process you have 24 hours to be out of your room. Do not forget to turn in your keys or there will be a $15 charge per key. Cancel your meal plan in order to receive any credit (see refund schedule).

___ 7) Room checkout (living on campus) -- please notify your R.A. and make arrangements in advance to check out of your room. You must sign the inventory and damage form in order to complete this process. Your ID must be turned in to the Residential Life Office.

___ 8) Financial Aid Office -- schedule an appointment if you are receiving aid, including scholarships.

___ 9) Accounting Office -- please make arrangements for paying outstanding bills or receiving possible refunds. The schedule for refund of fees is subject to adjusted financial aid. Off campus students turn in ID card.

___ 10) Work Study Employer - please notify your campus employer if you are a work study student.

___ 11) International Education - (international students only) – please make an appointment with them to ensure all your immigration documents are in order prior to departure.

___ 12) Athletics - if you are an athlete please contact your coach.

PLEASE RETURN THIS FORM TO THE DEAN OF STUDENTS OFFICE
2nd floor Pearsons Hall or Box 22