

If you are planning to withdraw or be on leave of absence from Evergreen, here are important steps to take and offices to contact regarding your change of status:

***First Step: Update your mailing address either in person at the Registration Office or by using your my.evergreen.edu account.***

- [ ] **Registration and Records, Lib 1101, 360-867-6180**
  - ✓ Complete this Leave of Absence/Withdrawal Form (p.2).
  - ✓ Drop any current Registration by 30th calendar day of the Quarter.
  - ✓ [Petition for Registration Policy Exception](#) if appropriate; contact Registration Office for details and further advice.
  
- [ ] **Financial Aid, Lib 1233, 360-867-6205**
  - ✓ Complete the [Change of Information Form](#) at the Financial Aid Office.
  - ✓ Ask for help completing Sections II & III of this form if you are unsure about which options to choose.
  - ✓ Request that the Financial Aid Office mail you a Loan Exit Counseling Packet.
  - ✓ If you had a Perkins Loan, contact Student Accounts.
  
- [ ] **Residential and Dining Services, Residence Hall A Room 301, 360-867-6132**
  - ✓ Complete Check-out Form.
  - ✓ Cancel your Meal Plan.
  - ✓ Complete a Cleaning/Damages Disclaimer Form.
  - ✓ Return all keys.
  - ✓ Complete a Release from Contract form (Release from Contract forms require a signature from Registration and Records staff **or** faculty signature).
  - ✓ Disconnect landline phone service.
  
- [ ] **Parking Services, Sem 1 2150, 360-867-6352**
  - ✓ Contact Parking Services to return valid parking decals for any applicable refund.
  
- [ ] **Student Accounts, Lib 1112, 360-867-6447**
  - ✓ Correct or update mailing address, phone number and email.
  - ✓ Pending Financial Aid revisions if applicable.
  - ✓ Refunds after tuition refund, if applicable, and any Financial Aid revision.
  - ✓ Complete a Perkins Loan Exit Interview, even if you are leaving for only one quarter.
  
- [ ] **Payroll Office, Lib 1126, 360-867-6460**
  - ✓ Check on any outstanding Time Sheets.
  - ✓ Maintain updated Mailing Address.
  
- [ ] **Bookstore, CAB, 360-867-5300**
  - ✓ Close your Bookstore Account.
  - ✓ Transfer any remaining Balances to Student Accounts for a Refund.

It is essential for you to keep us informed about your mailing address while you are away from Evergreen. We will continue to mail important information to you while you are on leave. You may return from leave anytime, up to one year after you begin your leave. In other words, if you complete winter quarter, then go on leave, you may return anytime up to the following spring quarter. If you do not return by this time, your status will be changed to withdrawn, and you will need to re-apply to the college. Summer quarter is not included in this calculation. **Conditionally admitted students are not eligible for a leave of absence.**

Name: \_\_\_\_\_ ID # \_\_\_\_\_

Do you receive financial aid?  Yes  No FA Use \_\_\_\_\_

Are you receiving veteran's benefits?  Yes  No Last Day of Attendance: \_\_\_\_\_

**I would like to:**

**be on Leave of Absence** Beginning: \_\_\_\_\_ Date of Return: \_\_\_\_\_  
(for up to one year) For the

following reasons: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Withdraw** as of: \_\_\_\_\_  
(must reapply to return) in order to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current program and faculty name \_\_\_\_\_

\_\_\_\_\_

Address change only Street: \_\_\_\_\_ City: \_\_\_\_\_  
(new address) State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Registration and Records  
Library 1101  
registration@evergreen.edu  
360.867.6180 - tel  
360.867.6680 - fax

<b>For Registration Use</b>					
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Reg Status					
_	_	_	_	_	_
Mo	Day	Yr			