

## Student Request for Official Withdrawal

This form must be filled out with Adobe Acrobat and then printed for signatures. **STUDENTS MUST WITHDRAW VIA HOWDY prior to submitting this form.** Any questions may be directed to the Office of Records [records@qatar.tamu.edu](mailto:records@qatar.tamu.edu) or Room 103A.

**IF YOU ARE A STUDENT REQUESTING WITHDRAWAL**

*Begin the withdrawal process via the Withdrawal channel on the My Records tab of Howdy. Once you have finished the online process, you will receive email updates regarding the status of your withdrawal. **Your withdrawal cannot be approved until this completed form is submitted to the Office of Records.** It is your responsibility to monitor your withdrawal status and official TAMUQ email for communications related to your withdrawal request.*

STUDENTS RECEIVING FINANCIAL AID or SPONSORSHIPS should talk to the sponsor before withdrawing. Withdrawing from the University does not cancel all tuition and fees. Failure to comply may result in your owing a substantial sum rather than having a zero balance or refund. In addition, withdrawing may affect your immigration status. Please check this carefully before submitting the withdrawal form.

**PART A – REQUEST FOR WITHDRAWAL FROM THE UNIVERSITY (Completed by the Student)**

Date Initiated _____	Last Name _____	First Name _____	Middle Initial _____	UIN _____
Personal e-mail address: _____		Mobile number: _____		
Local Address: _____				
Street/PO Box _____	City _____	State _____	Country _____	
Mailing Address (for refund if applicable): _____				
Street/PO Box _____	City _____	State _____	Country _____	
<b>Major:</b> _____		<b>Classification:</b> _____		
Do you have a sponsorship or financial aid? Yes    No		Name of sponsor/aid: _____		
(Circle One)				
Reason for withdrawal: _____				
I hereby request that I be withdrawn from Texas A&M University at Qatar subject to all regulations pertinent to withdrawal and refunds and affirm that all above information is correct. I understand that subsequent registration or readmission must be in accordance with the University's regulations in effect at the time. I understand that all my financial obligations to the University must be paid before I may register again or receive copies of my academic records. If I am eligible for any refund, I am aware that it will be computed as of the effective date of this action and may be reduced by any debt I currently owe the University or my failure to complete the withdrawal process. I have read and fully understand the information on this "Student Request for Official Withdrawal" form.				
<b>Student's Signature:</b> _____			<b>Date:</b> _____	

**PART B - STUDENT RESPONSIBILITIES (Student submits to each department for clearance and signature)**

After withdrawing from the University you may no longer use services or facilities provided for the benefit of Texas A&M University at Qatar students. It is important that you review the list below and contact each department before leaving campus. It is your responsibility to protect your entitlement to refunds, to fulfill your **THE UNIVERSITY ASSUMES NO RESPONSIBILITY FOR LOST OR REDUCED REFUNDS, OR LOSS OF FINANCIAL AID OR OTHER ENTITLEMENTS IF YOU FAIL TO CLEAR THROUGH THE APPROPRIATE OFFICES.**

Department/ Location	Date	Authorized Signature	Printed Name
<b>Library/ 302G</b> (Owed fees or books)			
<b>Student Affairs/ 053</b> (Equipment, etc.)			
<b>Academic Services/ 148B</b> (Tuition/fees)			
<b>Information Technology/ 139J</b> (Computer equipment, fees)			
<b>Facilities/ 225</b> (Student ID, parking tag)			

**PART C – DIRECTOR'S AUTHORIZATION TO WITHDRAW (Completed by Records Office)**

The student listed above, enrolled in the College of Engineering has been approved by this office to withdraw from Texas A&M University at Qatar.

Official Withdrawal Date: \_\_\_\_\_ Semester 20\_\_\_\_\_ Spring    SS    Fall

Approved Date: \_\_\_\_\_

Comment: \_\_\_\_\_

Authorized Signature (Dean or Designee): \_\_\_\_\_ Title: \_\_\_\_\_