

Sam Houston State University

A Member of The Texas State University System

STUDENT ADVISING AND MENTORING CENTER

Undergraduate

(936) 294-4361 • Fax (936) 294-3613

OFFICE OF THE REGISTRAR

Graduate

(936) 294-1052 • Fax (936) 294-1737

RESIGNATION REQUEST

NOTE: Please review the Resignation Policies and Procedures on the reverse side before completing this form. **DO NOT** complete this form unless you want to resign from **ALL** of your courses. **TO RE-ENROLL AT SAM HOUSTON STATE UNIVERSITY YOU WILL NEED TO FILE A NEW APPLICATION FOR ADMISSIONS.**

Date: _____

Sam ID No. _____ Last Name _____ First Name _____ Middle Initial _____

PERMANENT ADDRESS:

Street _____ City _____ State _____ Zip _____

TELEPHONE NUMBER: (_____) _____
Area Code Number

I have read and understand the Resignation Policies and Procedures. I further understand that I will remain responsible for any and all debt incurred at Sam Houston State University.

Student Signature: _____

Indicate Term in which you are resigning:

Year _____ Fall Spring Summer I Summer II Minimester 5 Week 7½ Week 10 Week

ALL FINANCIAL OBLIGATIONS ARE THE RESPONSIBILITY OF THE STUDENT!! YOU MUST CLEAR YOUR ACCOUNT(S) WITH THE FOLLOWING DEPARTMENT(S) BEFORE RETURNING THIS FORM TO THE OFFICE OF THE REGISTRAR:

Departments should initial once you have visited with the student

- 1: The Sam Center _____
CHSS Bldg., Room 170
(936) 294-4444
- 2: International Programs _____
Farrington, Room 116
(936) 294-4607
- 3: The Office of Student Financial Aid _____
Estill Bldg., Room 205
(936) 294-1724
- 4: Bursar's Office _____
Estill Bldg., Room 103
(936) 294-1089
- 5: Office of Residence Life _____
Report to Hall Director's Office
or
Main Office, 1003 17th St.
(936) 294-1812
- 6: Office of the Registrar _____
Estill Bldg., Room 331
(936) 294-1052

Processed by _____
Date _____

****Note: Your resignation is effective the date this request is received in the Office of the Registrar.****
Forms submitted after 5:00 PM, but before the deadline, will be processed on the following business day.

RESIGNATION POLICIES AND PROCEDURES

The date the official resignation request is received by the Office of the Registrar shall be the date used in determining the refund of fees or the issuance of the W mark.

If resigning after the 12th/4th class day, the Resignation Agreement form must accompany the resignation request form before the resignation can be processed.

***REFUNDS:** Refunds are made in accordance with the following schedules:

Fall and Spring Terms

Before the 1st class day	100% – Less \$15 matriculation fee
** 1st class day through 5th class day	80%
6th class day through 10th class day	70%
11th class day through 15th class day	50%
16th class day through 20th class day	25%
Thereafter	No refund

The above refund schedule assumes the student has paid his or her fees in full. A different schedule applies to the installment payment plan participants — the primary difference in the schedule being the requirement for the University to compute the refund based on the assumption that the full amount of tuition and fees have been collected. Therefore, it is possible, and probable, that a student in the installment plan could owe MORE tuition and fees than already collected by the University.

Summer Sessions

Before the 1st class day	100% – Less \$15 matriculation fee
** 1st class day through 3rd class day	80%
4th class day through 6th class day	50%
Thereafter	No refund

PRO-RATA REFUND: Only applicable to all first-time students (including first-time transfer students) who receive federal and/or state funds. This refund applies to fall, spring, and summer enrollment.

FINANCIAL AID CLEARANCE: A student who received financial aid, scholarships, or short-term loans for payment of tuition, fees, housing, and/or dining must contact the Financial Aid Office immediately. Participation in an Exit Interview may be required.

RESIDENCE LIFE (HOUSING AND DINING): A student who resigns from the University is no longer an enrolled student **AND MUST CHECK OUT OF THE RESIDENCE HALL/APARTMENT IMMEDIATELY.** The student must report to the Hall Director's Office. Charges will be prorated according to the student's current contract(s) for these services.

VETERANS: The resignation status of a student who is receiving Veterans Benefits will be reported to VA by the Registrar's Office.

REFUNDS: Refunds will be issued by the Finance Division approximately fourteen (14) days after the date the resignation is received by the Registrar's Office or 30 days after the date of the last payment by check, whichever is later. To avoid the 30 day waiting period for checks, send a copy of both sides of the canceled check to the Office of Student Accounting. Prior to issuing a refund, the Office of Student Accounting will deduct any outstanding financial obligations to the University from the refund amount. Refunds will be issued to the student in the manner that the student has chosen at the time through the Bearkat OneCard System. If a student has not received a Bearkat OneCard at the time of their resignation, a refund will be issued to the permanent address on file at that time.

A student who resigns from the University with outstanding financial obligations will not be permitted to receive a copy of their transcript and they will not be permitted to enroll for a future semester until the indebtedness has been satisfied. Questions regarding financial obligations to the University should be directed to the Office of Student Accounting, Administration Building, Room 202, (936) 294-1089.

* Refund policies were established by Senate Bill No. 604 of the 65th Legislature and adopted by the Board of Regents, Texas State University System, in August of 1977.

** "1st class day" refers to the first class meeting day as designated in the appropriate Academic Calendar, not to an individual's first class meeting day.