

# Troy University Student Support Services – Student Graduation Exit Checklist

Student Name (print) \_\_\_\_\_

Student ID \_\_\_\_\_

The following checklist must be completed by all Troy University Student Support Services participants needing to exit the university. This includes students wanting to drop all courses before the end of the drop/add period or needing to completely withdraw from the current semester after the start of the school:

**1. Do you have an on-campus housing assignment this semester**

\_\_\_\_\_ No- precede to the next question

\_\_\_\_\_ Yes- see one of the following Office of Housing and Residence Life staff members to discuss your intention to leave school. They will inform you of the correct process to checkout of the dorm and any other related issues, including whether you are entitled to a refund of housing ad meal plan charges.

**CHECK UNIVERSITY DIRECTORY**

\_\_\_\_\_ Housing Staff

\_\_\_\_\_ Date

**2. Did you receive financial aid this semester?**

\_\_\_\_\_ NO- proceed to the next question

\_\_\_\_\_ YES –see or contact a Financial Aid Office staff member to discuss your intention to leave school. They will inform you of your financial aid obligations and any other related issues.

**CHECK UNIVERSITY DIRECTORY**

\_\_\_\_\_ Financial Aid Staff

\_\_\_\_\_ Date

**3. Are you employed on campus?**

\_\_\_ NO- proceed to next question

\_\_\_ YES- you must obtain the signature of your supervisor

As the supervisor I understand that by signing this I am acknowledging that the student is no longer enrolled at the university and therefore is not eligible for student temporary wage.

\_\_\_\_\_ Supervisor's Signature

\_\_\_\_\_ Date

**4. Clear Your Account with the Cashier's Office Today!!!!**

See one of the Business Office staff members to discuss your intention to leave school. They will inform you of the correct process to clear your account and any related issues.

**CHECK UNIVERSITY DIRECTORY**

\_\_\_\_\_ Cashier's Office Staff

\_\_\_\_\_ Date

**5. Filed your intent to graduate and paid your graduation fee!!!!**

See one of the Registrars Office staff members to discuss your graduation intent, graduation fee, check sheet before to leave school. They will inform you of the correct process to clear your account and any related issues.

**CHECK UNIVERSITY DIRECTORY**

\_\_\_\_\_ Registrar's Office Staff

\_\_\_\_\_ Date

By signing this form, I am acknowledging that I have completed all the necessary steps listed above. I understand that re-enroll at Troy University I must complete the appropriate readmission application through the Office of Admissions by the application deadline for the semester in which I wish to re-enroll. As a financial aid recipient I understand that adjustments to my aid require me to owe money back to the university.

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Date

**RETURN COMPLETED FORM TO THE OFFICE OF STUDENT SUPPORT SERVICES**

Received by: \_\_\_\_\_

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