



**STUDENT WITHDRAWAL FORM**  
**NORTH IOWA AREA COMMUNITY COLLEGE**  
 500 COLLEGE DRIVE • MASON CITY IA 50401 • 1-888-GO NIACC

**Official withdrawal date is date this form is received in the Records Office. Please note refunds are issued according to this date.**

Date Received by Records Office: \_\_\_\_\_ Term \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Permanent Address: \_\_\_\_\_ NIACC ID# \_\_\_\_\_  
 Address to which refund (if applicable) is to be sent:

Street \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Reason for withdrawal \_\_\_\_\_ Code \_\_\_\_\_  
 (to be assigned by counselor)

Have you borrowed any books or equipment from the library? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you receiving financial assistance? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If you are receiving any form of financial aid (grants, loans) you must complete the exit interview.

What was your last date of attendance? \_\_\_\_\_

Counselor \_\_\_\_\_ Student's Signature \_\_\_\_\_

**To complete your withdrawal, please have the offices below sign this form.**

Financial Aid Office \_\_\_\_\_ Business Office \_\_\_\_\_

**Note:** All library books, equipment, and financial obligations must be taken care of before a refund will be issued. Transcripts will NOT be issued if any money is owed to North Iowa Area Community College.

**OFFICE USE ONLY**

Computer:  
 Grade Courses \_\_\_\_\_ Notation DMS:Scope \_\_\_\_\_ Grad Application \_\_\_\_\_  
 Withdrawal Reason \_\_\_\_\_ Schedule Card \_\_\_\_\_ Grad Code \_\_\_\_\_  
 Withdrawal Code \_\_\_\_\_ NIACC Network \_\_\_\_\_ Program \_\_\_\_\_

Refund Information
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**WITHDRAWAL CODES**

**A. PERSONAL**

1. Health problem
2. Changed marital status
3. Child care problems
4. Family conflicts
5. Moving
6. Emotional problems
7. Attend another college
8. Unmotivated for college
9. Personal-other

**B. ACADEMIC**

1. English language problem
2. Load too heavy
3. Poor study habits
4. Courses too difficult
5. Courses too easy

6. Academic
7. Attendance
8. Need classroom structure

**C. EMPLOYMENT**

1. Obtain full-time employment
2. Military service
3. Conflict with school and job
4. Job does not require further training
5. Employment - other

**D. FINANCIAL**

1. Unexpected expenses
2. Inadequate financial aid
3. Could not find part-time job
4. Did not budget time adequately
5. Financial - other
6. Administrative Withdrawal

**E. INSTITUTIONAL**

1. Dissatisfied with program
2. Dissatisfied with institution
3. Dissatisfied with instructor/instruction
4. Inadequate housing/dorm
5. Program not offered
6. Scheduling problems
7. Institutional-other
8. Changing Majors
9. Leaving dorms

**F. OTHER**

1. Reason unknown
2. Other