Not Returning to Northwest Next Semester?

To make your transition smooth, please use the following checklist for your exit process:

☐ Please fill out a Semester Intent form.
We use this form to collect valuable feedback as well as to get your forwarding address and critical information regarding your intent. The form is attached. Please submit the form to the Student Success Office in Williams Hall.

☐ Please return your Mailbox Key.
You can return your key in person at the mailroom in the Davis Administration building or by mailing the key to the mailroom through the mail drop box in the Pecota Center (no postage required) or through the US mail (postage required.) If you mail your key, please place it in an envelope that includes your name, student ID number, mail box number and an address as to where you would like your mail forwarded. You must return your key in order to get the $5 deposit back.

☐ Check with Student Accounts.
Contact Student Accounts to determine if you have a balance on your account. You can make arrangements with them regarding taking care of that balance and your options. Please note: If you are transferring, your account must be paid in full before your transcripts will be released.
Contact: Roger.wilson@northwestu.edu or 425-889-5346.

☐ If you are receiving Financial Aid.
Contact the Financial Aid Services Office regarding your status. If you are planning to transfer to another college or university, there is important information you need to know regarding receiving financial aid at another institution. If you are not planning on continuing your education at this time there is important information you need to know regarding repayment of student loans. Please call Katrina Kimmitt at 425-889-5210 or email her at katriina.kimmitt@northwestu.edu.

☐ If you are registered for classes…
for Fall or Summer Semester and need to cancel those classes, you need to submit your cancellation to the Registrar’s Office in writing via mail, email, fax or drop by in person and fill out a cancellation form. Cancellation forms are available online at: http://eagle.northwestu.edu/registrar/forms/cancel_withdrawal.pdf

mail: Office of the Registrar
Northwest University
PO Box 579
Kirkland, WA 98083-0579

Fax: 425-889-5743
Email: classes@northwestu.edu

Your cancellation MUST be received before the first day of class or you will be charged.

☐ If you are currently in campus housing…
and not returning to Northwest University, in order to receive your deposit back, you need to follow the steps below:

1. Contact the housing office to set up a check-out appointment if you live in the apartments. If you are living in the residence halls you need to contact your resident director to schedule your check-out. Housing@northwestu.edu or 425-889-5334.
2. Completely clean your unit and have all pieces of furniture returned to their normal places before your scheduled check-out time. **If you are not completely ready a $100 fine can be deducted from your deposit.**
3. Be at your check-out appointment, with all keys, laundry cards and forwarding information.
4. Check for your deposit in about 2 weeks from your check-out day to request a check to be cut.

Northwest will always have an open door for you. If you have any questions regarding returning as a student or your exit process, please contact the Student Success Office: 425-889-7823
Semester Intent Form

Please take a moment to fill out this form and return to:
Student Success Office, Williams Hall
or email a copy to: amy.jones@ncag.edu

Student Name: ___________________________ ID #___________________Date______

Please indicate your intentions for the next semester:
☐ I intend to leave Northwest and return_________________
☐ I intend to leave Northwest for the following reason:
  Use the back of this form if you need more room for your explanation

Please indicate if any of the following are a factor in your not returning next semester:

  ____Employment     ____Family responsibilities     ____Finances     ____Grades
  ____Health          ____Marriage Plans             ____Personal Reasons ____Living Accommodations
  ____Transferring to another College/University*     ____Ministry     ____Military Service

* If you indicated that you are Transferring to another College/University, where do you plan to transfer to?

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City            State          Zip
City            State          Zip

Comments: Please tell us what you liked about NC and/or give suggestions as to how we can improve.
(Use reverse side if needed)

________________________________________
Signature

________________________________________
Date

For Office Use Only
☐ Staff Referral/ Interview
☐ Date of Interview ___________________