



OFFICIAL DISMISSAL FORM

College of Medicine
(M.D./M.D.-Ph.D.)
 College of Pharmacy
(Pharm.D.)

School of Rural Public Health
(M.S.P.H./M.P.H./M.H.A.Dr.PH/Certificate)
 Baylor College of Dentistry
(B.S./D.D.S.)

Graduate Studies
(M.S./Ph.D.)
 College of Nursing
(B.S.N.)

Please read all of the information contained on this form. Once you have completed this form and submitted it to your college, your classes will be canceled and you will be considered dismissed from the HSC. You will no longer be entitled to use services or facilities. You are responsible for contacting the appropriate departments listed on Part C of this form once you leave your Dean's Office and the International Student Services Office, if you are an international student. Your failure to contact the appropriate offices may reduce the amount of any refunds to which you may be entitled or your ability to receive an official transcript.

STUDENTS RECEIVING FINANCIAL AID must speak with a financial aid counselor.
Dismissal from the HSC 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.

INTERNATIONAL STUDENTS holding F-1 or J-1 student visas must go to International Services in HPEB I by 5:00 PM of the day you are dismissed in order to protect your rights to any refunds due you. In addition, the ISS advisor will explain how being dismissed affects your immigration and sponsored program status.

PART A - DISMISSAL DETAIL

Date Initiated: _____ Last Name _____ First _____ Middle _____ UIN _____

Local Address: _____

Mailing Address: _____

Are you an international student? Yes

Do you have a fellowship or assistantship?: Yes (must maintain a minimum of 6 sem. hrs. to retain fellowship/graduate assistantship)

Reason for dismissal: _____

I understand that I have been dismissed from the A&M System HSC subject to all regulations pertinent to dismissal and refunds, and affirm that all above information is correct. I understand that all my financial obligations to the HSC must be paid before I may 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 HSC or my failure to complete the dismissal process. I have read and fully understand the information on this form.

Student's Signature: _____ **Date:** _____

PART B - DEAN'S AUTHORIZATION TO DISMISS (COMPLETED BY DEAN'S OFFICE)

The student listed above, enrolled in the component _____ has been dismissed from the A&M System HSC. (International students must report to the International Services Office after leaving the Dean's office.)

Official Dismissal Date: _____ Semester: 20____ Fall Spring SSI SSII 10-week
Circle One

Dean or Representative (signature)	Date
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PART C - STUDENT RESPONSIBILITIES

It is important that you review the list below and determine which of the offices and departments you need to contact before leaving campus. Departments will be notified of your dismissal. However, it is your responsibility to protect your entitlement to refunds, to fulfill your obligations concerning financial aid, and if applicable, to return equipment and uniforms to avoid being billed for those items.

PLEASE REVIEW THE INSTRUCTIONS FOR CONTACTING THE VARIOUS OFFICES OR DEPARTMENTS BELOW AND CONTACT THOSE THAT APPLY TO YOU. YOU MUST OBTAIN THE APPROPRIATE SIGNATURES. YOU MUST DO THIS BEFORE YOU LEAVE THE HSC.

THE HSC ASSUMES NO RESPONSIBILITY FOR LOST OR REDUCED REFUND, OR LOSS OF FINANCIAL AID OR OTHER ENTITLEMENTS. YOU MUST CONTACT AND CLEAR YOUR RECORD WITH:

Student Business Services – HPEB I, Division of Student Services

Signature Date

Student Financial Aid – HPEB I, Division of Student Services

If you have received financial assistance in the form of a scholarship, loan or other federal, state or HSC aid.

Signature Date

Learning Resources Unit – HPEB I

Signature Date

Parking, Transportation, and Traffic Services - 1st Floor of the Koldus Building

If you wish to request a refund for a parking permit or bus pass. You must surrender the hang tag or bus pass to receive credit.

Failure to clear with the appropriate offices may result in reduction or loss of refund entitlements and may result in processing delays should you require a transcript or access to your academic record. This form must be returned to the Office of the Registrar, HPEB I, prior to leaving campus.

With few exceptions, state law gives you the right to request, receive, review and correct information about yourself collected on this form.

Revised 07/28/2008
08/31/2010