

STUDENT EXIT CHECKLIST

OneStop Student Services • University Hall • CPO #1350 • 350-4500

Name (Print) _____ UNC Asheville ID# _____

The following checklist must be completed by students exiting the university after the start of the semester. Please return this completed form with the *Student Exit Request During Current Semester* form to the OneStop Student Services Center.

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

_____ NO

_____ YES See one of the Housing Operations staff members to discuss your intention to leave school.

Housing Operations 828-251-6700 270 Governor's Hall

Housing Staff

Date

2. Did you receive financial aid this semester?

_____ NO

_____ YES See one of the Financial Aid Office staff members to discuss your intention to leave school.

Financial Aid Office 828-251-6535 203 University Hall

Financial Aid Staff

Date

3. Are you employed on campus?

_____ NO

_____ YES You must obtain the signature of your supervisor.

Supervisor's Signature

Date

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

4. Do you have an on-campus parking tag?

_____ NO

_____ YES See Campus Police to discuss returning your parking tag (if required) and receiving a refund (if appropriate).

Campus Police Signature

Date

5. ALL STUDENTS: Clear your account with the Cashier's Office.

You must see one of the following Cashier's Office staff members to discuss your intention to leave school. They will inform you of the correct process to clear your account and any other related issues.

Philip Turbyfill 828-251-6608
Alexis Levenson 828-251-6609
Diana Buckner 828-251-6664

pturbyfi@unca.edu 254 University Hall
alevenso@unca.edu 257 University Hall
dbuckner@unca.edu 255 University Hall

Cashier's Office Staff

Date

By signing this form, I am acknowledging that I have completed all the necessary steps listed above. I understand that to re-enroll at UNC Asheville, 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 may require me to owe money back to the university as well as the U. S. Department of Education.

Student Signature _____

Date _____

Processed by _____

Exit Date _____