

**RESIGNATION CARD – Louisiana Tech University**

**INSTRUCTIONS: PLEASE FOLLOW IN THIS ORDER.**

1. **UNIVERSITY REGISTRAR:** Check to see if ROTC and Chemistry Lab clearances are needed. If so, obtain signatures.  
  
\_\_\_\_\_ ROTC Supply \_\_\_\_\_ Chem. Lab
2. **REPORT TO ACADEMIC DEAN.** Obtain signature of dean or authorized representative.
3. **CHECK OUT OF RESIDENCE HALL,** if applicable. Obtain “check-out” slip from residence hall staff.
4. **REPORT TO HOUSING OFFICE.** Bring “check-out” slip to obtain “move-out” slip and signature of Director of Housing.
5. **REPORT TO OFFICE OF FOOD SERVICE** (Tolliver Cafeteria). Obtain signature on “move-out” slip and surrender ID card.
6. **OBTAIN** signature from Financial Aid (KH 240) even though you received no aid.
7. **REPORT TO CASHIER’S WINDOW** (Comptroller’s Office) to present “move-out” slip and obtain signature of Comptroller, KH 103.
8. **REPORT TO UNIVERSITY REGISTRAR.** Sign and turn in Resignation Card, KH 207.

**NOTE:** Students should check with Library, University Police, and Bookstore for outstanding books and fines. If any charges are left outstanding, all transcripts and future registrations will be withheld.  
**This Resignation is not official until filed in the Office of the Registrar.**

SS# \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_

<b>Last Name</b>	<b>First</b>	<b>Middle</b>
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is **Resigned/ Unenrolled/ Suspended** from Louisiana Tech University the \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_  
Day Month

for the following reason:

_____	_____
Academic Dean	Financial Aid
_____	_____
Director of Housing	Comptroller (Cashier’s Window)
_____	_____
Food Service & I.D.	Student’s Signature

**Students who have applied for federal financial aid must have the following section completed. Fed financial aid includes Pell Grant, SEOG, LEAP, Perkins Loan, Stafford Loan, or PLUS Loan.**

Course	Section	Last attended (date)	Never attended (init)	Instructor’s signature

**Student:** Provide an address where you can be reached in the future. Phone (        ) \_\_\_\_\_ - \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_