

# 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 to the along with the *Student Exit Request During Current Semester* form.

**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.

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.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

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

You must see one of the following Business 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.

<b>Phillip Turbyfill</b>	<b>828-251-6608</b>	<b>pturbyfi@unca.edu</b>	<b>254 University Hall</b>
<b>Alexis Levenson</b>	<b>828-251-6609</b>	<b>alevenso@unca.edu</b>	<b>257 University Hall</b>
<b>Krista Herrig</b>	<b>828-251-6664</b>	<b><a href="mailto:kherrig@unca.edu">kherrig@unca.edu</a></b>	<b>255 University Hall</b>
<b>Diana Buckner</b>	<b>828-251-6664</b>	<b>dbuckner@unca.edu</b>	<b>255 University Hall</b>

\_\_\_\_\_  
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 UNCA, 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 \_\_\_\_\_