

## Instructions for **Complete** Withdrawal:

Sign into your Goldlink and locate the Registration card. Click **Complete Withdrawal Form**:

The screenshot shows the GoldLink Missouri Western portal dashboard. At the top left is the GoldLink logo. A notification banner reads: "Do you owe a balance? Pay or make a payment plan by May 18 or your summer classes may be dropped." Below this are four main menu cards: "My Courses" (No course information), "Registration" (with a list of links including "Complete Withdrawal Form"), "Financial Aid" (with sub-sections for requirements, forms, and appeal forms), and "On-Campus Living".


On this screen, click Complete this Form:

The screenshot shows the "Welcome to Dynamic Forms" page. It includes the Missouri Western State University logo and a navigation bar with "My Forms". The main content area says "Welcome to Dynamic Forms" and "Let's get started, Sam." Below this, it states "The Course Withdrawal Form\_030421 form needs to be completed." and features a prominent "Complete This Form" button. There are also links to check pending/draft forms and review completed forms history.

You will need to click 'Choose' to indicate you are an Early College Academy student:

The screenshot shows the "Complete Withdrawal Form" page. It includes the Missouri Western State University logo and the title "Complete Withdrawal Form". The form contains fields for "First Name", "Last Name", "Email", and "ID Number". Below these is a "I am an" dropdown menu with "Choose" selected. The "Primary reason for Withdrawal" section has a grid of checkboxes for various reasons: Health (01), Financial Problems (04), Disatisfaction with MWSU (07), Problems with Course(s) (10), Marriage (02), Lack of Interest (05), Not Prepared for College (06), Transfer to Another Institution (11), Family Issues (03), Job Complications (06), Moving/Relocation (09), and Military Obligations (12). There is a text area for "Other Comments". At the bottom, there are two checkboxes for understanding the withdrawal process, a "Please click on Next at the bottom of the page to digitally sign this form" instruction, and "Save Progress" and "Next" buttons.

Your personal info will populate. Click the appropriate term, year, primary reason for withdrawal, other comments if needed, both authorization boxes and the Next button:



### Complete Withdrawal Form

First Name: \* Sam      Last Name: \* Student  
Email: \* esudent@missouriwestern.edu      ID Number: \* Q00002449

**I am an:** Early College Academy Student (high school)

Use this form to indicate that you wish to withdraw from all classes for the semester. Classes dropped prior to the first day of the semester will not appear on an academic transcript. After the first day of the term, withdrawn classes will appear as a "W" on the academic transcript. Valid withdrawal dates can be found on the Early College Academy calendar located at [missouriwestern.edu/eca](#). Contact the Early College Academy for assistance in completing this form.

- If you need guidance on withdrawing please contact your ECA advisor at [ecaadv@missouriwestern.edu](mailto:ecaadv@missouriwestern.edu) or (816) 271-4121.
- The refund percentages associated with withdrawal dates can also be found on the Early College Academy calendar located at [missouriwestern.edu/eca](#) or by calling (816) 271-4121.

I wish to withdraw from the following term:  
**Term:** Fall (August-December)      **Year:** 2021

**Primary reason for Withdrawal (choose one):**

<input type="checkbox"/> Health (01)	<input type="checkbox"/> Marriage (02)	<input type="checkbox"/> Family Issues (03)
<input type="checkbox"/> Financial Problems (04)	<input type="checkbox"/> Lack of Interest (05)	<input type="checkbox"/> Job Complications (06)
<input type="checkbox"/> Dissatisfaction with MWVSU (07)	<input type="checkbox"/> Not Prepared for College (08)	<input type="checkbox"/> Moving/Relocation (09)
<input type="checkbox"/> Problems with Courses (10)	<input type="checkbox"/> Transfer to Another Institution (11)	<input type="checkbox"/> Military Obligations (12)

**Other Comments:**

I understand that withdrawing from classes does not guarantee a refund of tuition and fees and questions should be directed to the Early College Academy.

I understand that this withdrawal request, once processed, is final.

Please click on Next at the bottom of the page to digitally sign this form.

This screen is your electronic signature. Read the disclosure/consent, type your name, click the robot box and click sign electronically. (Note: there is an option to opt out and print)

## Electronic Signature


Please read the **Disclosure / Consent** before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

**Sam**      **Student**

I'm not a robot 

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

Last screen is your confirmation that the form was submitted:

Thank you! Your form has been submitted.

[View Form PDF](#)