



Exit Interview Checklist

Student Name _____ Student Id _____

Plans to leave on (date) _____ In Dorm? ___ Athletic Team? _____ International? ___

Department	Person	Steps to Be completed	Employee Signature	Date
1. Advising/Counseling	Laura Caswell	___reason for leaving: ___contact information ___how to transfer records		
2. Library	Glenda Boyd	___student has returned all checked out media		
3. Financial Aid	Greg Torres	___Student will need to complete exit counseling at www.studentloans.gov ___Student has been advised in writing what his/her current federal loan debt is. Student understands these are estimates.		
4. Athletic Office (if applicable)	Tammy Davis & Head Coach	___Student understands they must return all athletic dept. property and has coaches signature		
5. Administration	Ralph Ramon	___Student has completed Student Exit and is returning this form to the Dean of Student Services		
6. Housing (if applicable)	Ed Albarez	___Student is aware of requirements to obtain refund of deposit and return keys		

I have been advised that any outstanding holds, tuition, fees, or any other debt owed to the college will block access to any my records or services from Western Texas College until such obligations are met.

Student Signature

Date