



West Texas A&M University

Office of Admissions

# Change of Term/Admission Cancellation Form

**Instructions:** This form is to be completed by the applicant to change their term of entry, cancel their application for admission, or to decline our offer of admission. Print clearly to allow for correct processing.

## SECTION 1: STUDENT INFORMATION

Student ID: \_\_\_\_\_

Student's full name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Term for which application was originally submitted/admission gained: \_\_\_\_\_

## SECTION 2: CHANGES TO BE MADE TO APPLICATION

Please indicate the change you would like to make to your application in the space provided below.

I would like to change my term of entry (Proceed to Section 2A)

I would like to cancel my application/decline my offer of admission (Proceed to Section 2B)

### SECTION 2A: CHANGE OF ENTRY TERM

NOTE: Your application for admission is good through one academic year. Those students wanting to defer enrollment for a longer period of time must re-apply for admission.

Change entry term to (please indicate semester and year): \_\_\_\_\_

Have or will you be attending another college/university during this time?  Yes  No

If yes, please indicate name of institution: \_\_\_\_\_

Semester(s) you will be attending above-mentioned institution: \_\_\_\_\_

### SECTION 2B: CANCEL APPLICATION/DECLINE OFFER OF ADMISSION

NOTE: By completing this section of the form, you are canceling your application for admission and/or declining our offer of admission. If you have applied for financial aid, scholarships, or University housing, we ask that you please notify the appropriate parties of your decision to no longer enroll.

I am no longer interested in enrolling at WTAMU and ask that you please cancel my application for admission/decline my offer of admission.

*I authorize the Office of Admissions to make the changes noted above to my application for admission.*

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### FOR OFFICE USE ONLY

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

## Using this form

Applicants for admission must submit the attached form to the Office of Admission to:

- Change their term of entry
- OR**
- Cancel their application for admission, and (if applicable)
  - Decline their offer of admission

## How to compete this form

Only the student applicant is permitted to authorize changes to their application for admission. Please print clearly to allow for correct processing. Note that your Student ID is your University-assigned student ID.

Applicants must complete Section 1 of this form in its entirety. Applicants will then complete the first part of Section 2 and depending upon the changes needed to be made to their application, will either complete Section 2A (for change of entry term) or 2B (to cancel their application/decline our offer of admission).

The form must be dated and bear the original signature of the student applicant in order to authorize its processing.

## Submission instructions

Once completed, you can mail, fax or drop off your form in person to:

### By postage mail:

Office of Admissions  
WTAMU Box 60907  
Canyon, TX 79016

### By fax:

(806) 651-5285  
Re: *Change of Term/Admission Cancellation*

### In person:

Office of Admissions  
Old Main Room 125

Due to stringent security mandates, any requests submitted via e-mail will not be processed.

## How your form is processed

Your form will be processed in the order in which it was received by the Office of Admissions. To check on the status of your submission, please contact the Office of Admissions by phone (806) 651-2020.