

**WINGATE UNIVERSITY CHECK-OUT PROCESS
FOR A TEMPORARY LEAVE OF ABSENCE**



Before you leave, please remember to stop by the following offices to tie up a few loose ends. Your financial and academic information may not be released until these matters are addressed appropriately.

STUDENT SUCCESS OFFICE

Alumni 107/110, 704-233-8036 or 704-233-8366

- TLA Request Form and Documentation have to be submitted.

FINANCIAL PLANNING

Stegall Administration Building, 704-233-8209

Did you receive a student loan while attending Wingate University?

If yes, follow the instructions below.

- Visit the Financial Planning Office for federally required loan exit counseling.

BUSINESS OFFICE

Stegall Administration Building, 704-233-8217

- Make sure you provide a correct forwarding address.
- Clear all account balances.

RESIDENCE LIFE

Dickson-Palmer Center, 704-233-8245

- Let them know your planned departure date and time.
- Turn in room keys.
- Complete the Room Condition Form.
- Find out if you owe rental charges for housing or meal plan. If so, you will be asked to settle your account in the Business Office before your TLA is complete.
- Give forwarding address to Cheryl Miller in the mailroom.

If you have any questions, please contact:

Student Success Office, Wingate University

Carol Whitley
Student Success Coordinator
704-233-8036

cwhitley@wingate.edu

or

Kristin Wharton
Assistant Dean for Student Success
704-233-8366

kwharton@wingate.edu