



University Withdrawal Request Form

Name: _____

ID#: _____

Major: _____

Address: _____

Phone: _____

Semester Withdrawing From: _____

Please explain your reason for requesting a University Withdrawal:

Did you attend classes at all this semester? Yes No

****No Refunds After 15th Class Day; transcript will show Ws.**

If you live in the Res Halls, you need to check out with the Residence Life office.

If you owe any fines or fees, such as library fines, parking fines, or have financial aid/student account issues, please take care of these before leaving campus.

Signature: _____

Date: _____

Revised: 2/6/08

My Documents/OfficeMisc/university withdrawal form with logo

A student who for personal reasons must withdraw his/her registration during a semester, should apply for a University Withdrawal at the Dean of Students office.

A student who withdraws before the end of the 15th day of instruction will not receive grades for any of the courses taken. Thereafter, through the last day of instruction, a grade of "W" shall be assigned in all courses for which the student is registered.

The registration fee (\$30), deferred installment fee, orientation fee, ID fee, late fees, social fee, foreign student fee and dorm deposit are not refundable. All other fees will be refunded based upon the following schedule.

Days of Instruction	Percent Refunded
Prior to 1 st Day of School	100%
1 st – 5 th Class Day	90%
6 th – 10 th Class Day	75%
11 th – 15 th Class Day	50%
16 th Class Day - on	0%

No refunds of health or dental fees are given if medical services have been provided. A student may elect not to have the health insurance fee refunded, if he/she wishes to maintain health insurance coverage.

A student who leaves the campus without withdrawing his/registration will receive "F" grades in all courses for which he/she was registered.

When a student withdraws due to extraordinary circumstances, the Dean of Students will determine the effective date of the withdrawal for refund purposes. Extraordinary circumstances may include the following:

1. The student had a debilitating illness or injury that significantly limited his/her capacity to withdraw in a timely manner; or
2. The student was forced to leave the University abruptly due to a health or safety emergency within his/her immediate family.

Students who believe they meet these criteria should schedule an appointment with the Dean of Students. Students must provide supporting documentation to verify claims of illness, injury or emergency which precluded the student from applying for a university withdrawal prior to the 15th day of instruction.

Fax to : 406-994-5931