



# WITHDRAWAL FORM

**Semester/Year**

Fall 20 \_\_\_\_\_  Spring 20 \_\_\_\_\_  Summer 20 \_\_\_\_\_

*(Please Print)*

Banner ID	Last Name	First Name	MI	Date of Birth
Mailing Address		City, State, Zip	Phone Number	
Email	Classification	College	Degree	Major

A **withdrawal** is defined as cancelling your entire enrollment within a particular semester. Withdrawing has an effect on your financial aid, for both the current and future semesters, and on your academic progress which could result in your dismissal from the university.

**WITHDRAWING MAY RESULT IN A SIGNIFICANT IMPACT ON YOUR FINANCIAL AID!**

**CONSEQUENCES OF WITHDRAWING:** A withdrawal affects both your bill as well as any financial aid you may have received. You may or may not be eligible for a refund or a reduction of charges based upon the date of the withdrawal. The refund schedule defines the amount of tuition and fees (if any) to be refunded based on the date of withdrawal. A separate Return of Title IV calculation must be processed on any financial aid you may have received and may result in you having a balance with the University after withdrawing.

- Your withdrawal from the University will be considered as occurring the day you OBTAIN (intent) the withdrawal form from the Office of the University Registrar - regardless of when you submit the form. You must then obtain a signature from the Office of Student Success before your withdrawal can be considered official. *(Please note that this must be done on/before the last day to withdraw for the term, which is published on the academic calendar.)*
- If you attend class in any semester and then withdraw or earn zero credit after aid has been disbursed, you may be required to return any funds received, including funds credited to pay tuition and fees.
- Financial aid must be used for educationally related expenses during your dates of enrollment. Federal regulations require the Office of Financial Aid to calculate the amount of aid you “earned” for the number of days you attended. Any “unearned” aid for classes you did not attend or were not enrolled must be repaid.
- If you withdraw before the start of the semester or never attend any classes, 100% of aid disbursed to you must be repaid. If a repayment is owed, you will be billed by the Bursar’s Office. You may not register and are not eligible for further aid until repayment is made in full. Additionally, we may also report you to a collection agency until we receive full funds and your balance is cleared.

**Reason for Withdrawal** *(circle all that apply):*

- |                                    |                              |                                     |
|------------------------------------|------------------------------|-------------------------------------|
| 1. - Attending another institution | 5. - Loss of Close Relative  | 9. - Work Schedule Change           |
| 2. - Bacterial Meningitis          | 6. - Military                | 10. - Death of Student              |
| 3. - FA Documentation Missing      | 7. - Pregnancy Complications | 11. - Other (please specify): _____ |
| 4. - Illness                       | 8. - Care of Sick Relative   |                                     |

I understand the consequences, both financial and academic, of this action and request to complete the withdrawal.

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Official Withdrawal Date: \_\_\_\_\_

Withdrawal Processed on SZAREGS?       Withdrawal Code and Effective Withdrawal Date posted on SFAWDRL?

VP Student Success (or Rep) Signature: \_\_\_\_\_ Date: \_\_\_\_\_