

**Student Information: Please complete form in blue or black ink**

Legal Last Name	Legal First Name	Student ID	Phone
Street Address	City, State	Zip Code	Current Program/Program of Interest
Today's Date	E-mail Address	<b>International Student</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> F1 Status	

**I AM WITHDRAWING FROM:**     ADU     All Classes this Trimester     Some Classes this Trimester

DROP COURSES: Please fill in all the courses you are dropping				(For Office Use Only)	
Course Prefix & Number	Course Title	Credit Hours	Last Date Actively Participated	Refund%	Grade

**REASON:**

Personal Illness     Family Illness     Family Obligation  
 Work Schedule     Work Pressure     Citizenship (Need signature from VP of Student Services)  
 Financial     Academic     Relocation     Other (please explain): \_\_\_\_\_

**RETURNING:**

This Trimester     Next Trimester     Not Returning     Other: When returning \_\_\_\_\_

**Specify courses still attending or to begin this trimester** \_\_\_\_\_

**Are you receiving financial aid?**     Yes     No    **If yes:** If you are receiving a Federal Stafford Loan and drop below 6 credit hours, you must complete exit loan counseling at <https://studentloans.gov> and click on Financial Aid Process. A student who receives federal aid and withdraws could have his aid adjusted, based on the amount of time the student was enrolled. A student must make Satisfactory Academic Progress to continue receiving financial aid. For questions or additional information, please contact the Financial Aid Department.

**SIGNATURES REQUIRED**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Distance Student Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Business Office: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor Email Attached: YES  NO  Date: \_\_\_\_\_

- ✓ Your Grade is based on the date the withdrawal form is received in the Registrar's Office. If you stop attending a course and do not submit the withdrawal form by the deadline, you will receive a WF for that course.
- ✓ Application fee is non-refundable.
- ✓ Matriculation fee will be refunded if a student receives 100% tuition refund on **ALL** classes for the trimester.
- ✓ Refund is based on last day of active participation, not last log in date. Do not log in to the course(s) once you have decided to withdraw.
- ✓ Refund Policy:

Week(s)	Refund%
1st week of class	100%
2nd week of class	50%
3rd week of class	No Refund
After 3rd week	No Refund

# of wks in Session	No Grade	"W" Grade	"WF" Grade
4	End of 1st school week	Beginning of 2nd to end of 3 <sup>rd</sup> week	Beginning with the 4th week
5	End of 1st school week	Beginning of 2nd to end of 3 <sup>rd</sup> week	Beginning with the 4th week
7	End of 1st school week	Beginning of 2nd to end of 5 <sup>th</sup> week	Beginning of 6 <sup>th</sup> week
14	End of 1st school week	Beginning of 2nd to end of 11 <sup>th</sup> week	Beginning with the 12th week