

Student Information: Please complete form in blue or black ink

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

I AM WITHDRAWING FROM: Professional Program ADU All Classes this Trimester Some Classes this Trimester

DROP COURSES: Please fill in all the courses you are dropping

Course Prefix & Number	Section	Course Title	Credit Hours	Instructor Signature (Required)	Date Last Attended

REASON:

<input type="checkbox"/> Personal Illness	<input type="checkbox"/> Family Illness	<input type="checkbox"/> Family Obligation
<input type="checkbox"/> Work Schedule	<input type="checkbox"/> Work Pressure	<input type="checkbox"/> Citizenship (Need signature for VP of Students Services)
<input type="checkbox"/> Financial	<input type="checkbox"/> Academic	<input type="checkbox"/> Relocation <input type="checkbox"/> 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.

- ✓ 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.

SIGNATURES REQUIRED: After all required signatures have been gathered please return form to the Office of the Registrar

Student:	Date
Academic Advisor:	Date
International Student Advisor: <small>(If Student is in F-1 Status)</small>	Date
Program Chair: <small>(If withdrawing from Professional Program)</small>	Date
Financial Aid/Business Office: <small>(If after current drop/add date or if withdrawing permanently)</small>	Date
VP Student Services: <small>(If withdrawing due to citizenship issues)</small>	Date
Registrar's Office Authorized Signature:	Date