STETSON UNIVERSITY

SUMMER 2016

Withdrawal Form

*STEP 1. Student completes this page of the form. If on your computer, type in the GRAY areas only,*

*it will adjust to your typing. Sign bottom.*

**Name** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STETSON ID#** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Major**

**PLEASE CHECK ONE**

**[ ]  Medical Withdraw (must have a letter from a medical provider supporting students withdraw decision)**

**[ ]  Study Abroad Student [ ]  Permanent Withdraw (not returning)**

**[ ]  Temporary Withdraw (you intend to return back on this Semester** **)**

 **If a semester is not indicated and you have pre-registered for next term, all classes will be dropped and your file inactivated for that semester.**

**Please provide a brief explanation for your reasons for withdrawal:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Residence Hall and Dorm Room** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mobile Phone #** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Non-Stetson Email address****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Permanent Address** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CITY\_     \_\_\_\_\_\_\_\_\_STATE****\_\_\_ZIPCODE     \_\_\_**

**\*\*Have you received a Federal Stafford, Perkins or Nursing Loan while at Stetson?** **[ ]  Yes** **[ ]  No**

Recipients of Federal Stafford and/or Perkins Loans are required to complete on-line exit loan counseling. Please refer to the Student Loan Information Packet available in the Office of Financial Aid.

**\*\*Are you enrolled in the monthly payment plan?** **[ ]  Yes** **[ ]  No**

If yes, your contract will be canceled and your account will be adjusted to reflect the amount paid through the plan. If you have overpaid through the monthly payment plan you will be refunded in accordance to Stetson’s refund policy.

It is my intention to withdraw from the University. I understand that I am obligated to participate in an exit interview. I also understand that I must satisfy any balance that I owe to the University. I must also complete on-line exit loan counseling if I received any student loans, i.e., Stafford and/or Perkins, while in attendance at Stetson. I understand that as a recipient of a Stetson Scholarship, I should refer to the terms and conditions of my scholarship contract. If I fail to fulfill my obligations, holds will be placed on my records preventing me from registering for classes and from receiving transcripts from the University. If I have attended the University for more than one semester, I understand that this withdrawal does not exempt me from being reviewed for academic dismissal at the end of the spring term.

***If I wish to RETURN to the University, I understand that I must apply to the University's Admissions Office as a re-entering student. As a re-entering student, my work will be evaluated using my past credentials, and I must be admitted into an academic program. My eligibility for housing will be reviewed prior to the term I indicated for my return and assignments will be made on a space available basis, as housing is not guaranteed.***

**PLEASE CHECK ALL THAT APPLY. I understand that:**

**Sessions 1 (May 12th, 2016 – June 9th, 2016)**

**[ ]** I will receive 100% refund of tuition and fees by withdrawing from the University on or before **May 12, 2016.**

[ ]  I will receive 50% refund of tuition and fees by withdrawing from the University from May 13 through May 19, 2016.

[ ]  I will **not** receive a refund of tuition, fees or housing if I withdraw from the University on or after May 20, 2016.

**[ ]** Undergraduate students who withdraw from the University on or before May 16, 2016 will be given a grade of W (which will not affect a student's GPA).

**[ ]** Undergraduate students who withdraw from the University after May 16, 2016 will be given a grade of “WP” or “WF” depending on how the student is performing in the class at that time (Unless Medical).

**Sessions 2 (May 12th, 2016 – June 27th, 2016)**

**[ ]** I will receive 100% refund of tuition and fees by withdrawing from the University on or before **May 12, 2016.**

[ ]  I will receive 50% refund of tuition and fees by withdrawing from the University from May 13 through May 19, 2016.

[ ]  I will **not** receive a refund of tuition, fees or housing if I withdraw from the University on or after May 20, 2016.

**[ ]** Undergraduate students who withdraw from the University on or before June 3, 2016 will be given a grade of W (which will not affect a student's GPA).

**[ ]** Undergraduate students who withdraw from the University after June 3, 2016 will be given a grade of “WP” or “WF” depending on how the student is performing in the class at that time (Unless Medical).

**Session 3 (June 13th, 2016 – July 11th, 2016)**

**[ ]** I will receive 100% refund of tuition and fees by withdrawing from the University on or before **June 13, 2016.**

[ ]  I will receive 50% refund of tuition and fees by withdrawing from the University from June 14 through June 20, 2016.

[ ]  I will **not** receive a refund of tuition, fees or housing if I withdraw from the University on or after June 21, 2016.

**[ ]** Undergraduate students who withdraw from the University on or before June 27, 2016 will be given a grade of W (which will not affect a student's GPA).

**[ ]** Undergraduate students who withdraw from the University after June 27, 2016 will be given a grade of “WP” or “WF” depending on how the student is performing in the class at that time (Unless Medical).

[ ]  If I am a residential student, the refund date for housing will be determined by the date of check out from my room and

Key return (not date of withdrawal from the University) and I must move out of my room within 48 hours of my withdrawal from the University.

[ ]  I have been advised of or have received the Student Loan Information Packet.

[ ]  I am expected to go to the Office of Student Financial Assistance to review Stetson’s Refund and Repayment Policy.

**[ ]  FINAL APPROVAL OF WITHDRAWAL IS DETERMINED BY THE VICE PRESIDENT**

**of Campus Life & Student Success**

**Student Signature** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Step 2. Three signatures student must obtain***

* **At the One-Stop in Griffith Hall:**

**1. Financial Aid** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Bursar \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **3. University Hall Housing & Residential Life**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(**if living on campus)**

***(If you're a residential student, you must move out of your room within 48 hours of the date of your withdrawal from the university. You will continue to be charged for your room until you check out and return your key.*** *Please contact your Resident Assistant (RA) or the Department of Housing and Residential Life (located in the main office of University Hall; reachable by phone at 386-822-7201) immediately to discuss the arrangements for your departure)*

***Step 3. AFTER OBTAINING THE ABOVE SIGNATURES, STUDENT MUST RETURN FORMS TO 201 CUB, VICE PRESIDENT’S OFFICE- FAILURE TO DO SO RESULTS IN NON-COMPLETION OF WITHDRAWAL PROCESS FROM THE UNIVERSITY***

***Office Use Only***

**WITHDRAWAL ROUTING/INFO LIST**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stetson ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entry Semester\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Withdrawal Semester:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If Medical Withdrawal, documentation received on:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entered in Database:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email to Departments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature for Vice President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WITHDRAWAL CODE \_\_\_\_\_\_\_\_\_\_\_\_\_

Effective date of Withdrawal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature for Registrar’s Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_