STETSON UNIVERSITY

SPRING 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:***

I will receive **100%** refund of tuition and academic fees by withdrawing from the University on or before **Jan 11, 2016.**

I will receive **75%** refund of tuition and academic fees by withdrawing from the University from **Jan 12, 2016 through Jan 22, 2016**.

I will receive **50%** refund of tuition and academic fees by withdrawing from the University from **Jan 23, 2016 through Feb 5, 2016**.

I will receive **25%** refund of tuition and academic fees by withdrawing from the University from **Feb 6, 2016 through Feb 19, 2016**.

**I will not receive a refund of tuition and academic fees if I withdraw from the University on or after Feb 20, 2016.**

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 agree I must move out of my room within 48 hours of my withdrawal from the University.

**If I am a residential student, I will not receive any housing refund if I withdraw from the University on or after Feb 20, 2016.**

I am expected to go to the ONE Stop/ Financial Assistance to review Stetson’s Refund and Repayment Policy & receive the Student Loan Information Packet.

Undergraduate students who withdraw from the University **on or** **before March 11, 2016** will be given a grade of **W** (which will not affect a student's GPA).

Undergraduate students who withdraw from the University **on or after** **March 12, 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).

**FINAL APPROVAL OF WITHDRAWAL IS DETERMINED BY THE VICE PROVOST**

**LAST DAY TO WITHDRAW FROM COURSES IS APRIL 11, 2016.**

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

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

* **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)*

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

**Financial Aid** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bursar \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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***Step 3. AFTER OBTAINING THE ABOVE SIGNATURES, STUDENT MUST RETURN FORMS TO 201 CUB, VICE PROVOST 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 Provost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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