

## Withdrawal Petition

### AA/REG 118

To be used when withdrawing from all classes, i.e. complete withdrawal from university

Name \_\_\_\_\_ ID N° \_\_\_\_\_  
*(Please Print)*

Address \_\_\_\_\_  
*Street City Zip Telephone Number*  
 Major / School \_\_\_\_\_ Graduate /\_ Undergraduate /\_

First Semester of Enrollment: \_\_\_\_\_

Reason For Withdrawal: (Attach Exit Interview Sheet) \_\_\_\_\_

Student's Signature \_\_\_\_\_ *Date* \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ *Date* \_\_\_\_\_

Coordinator's Signature \_\_\_\_\_ *Date* \_\_\_\_\_

In order to insure your eligibility to re-enroll at a later date and/or be sure that your records are clear and without "holds", please obtain the following signatures. All the signatures must be obtained before the petition can be processed.

**FINANCIAL AID** \_\_\_\_\_ *signature* \_\_\_\_\_ DATE \_\_\_\_\_ CLEAR /\_ NOT CLEAR /\_

**LIBRARY** \_\_\_\_\_ DATE \_\_\_\_\_ CLEAR /\_ NOT CLEAR /\_  
*(borrowing privileges should be suspended as soon as this form is signed)*

**STUDENTS ACTIVITIES** \_\_\_\_\_ DATE \_\_\_\_\_ CLEAR /\_ NOT CLEAR /\_

**INSURANCE** \_\_\_\_\_ *signature* \_\_\_\_\_ DATE \_\_\_\_\_ CLEAR /\_ NOT CLEAR /\_

**FACULTY - \*GRADE REQUIRED**

Course number	Grade W/WP/WF	Instructor's signature
_____ <i>Dean's Signature</i>	_____ <i>Date</i>	

**Registrar's Office:**

FEES PAID: REFUND RATE

Tuition 100 80 75 70 50 25 0 %

\_\_\_\_\_  
*Registrar's Signature* *Date* \_\_\_\_\_

Registrar's Comment and Signature: .....

Vice President for Academic Affairs Signature : .....

**Housing**

Weeks refunded

\_\_\_\_\_  
*Housing office Signature* *Date* \_\_\_\_\_

**Business Office**

AMOUNT OF REFUND

\_\_\_\_\_  
*Business office Signature* *Date* \_\_\_\_\_

\*Students withdrawing after the last day to withdraw with a grade of "W" (refer to Academic Calendar) must obtain every instructor's signature with noted grade of "WF" if failing or "WP" if passing.

Distribution: Original: Registrar's, copies to Student - Dean's Office - Business Office