



EDINBORO UNIVERSITY

STUDENT TOTAL WITHDRAWAL FORM

This completed/signed form must be received in this office within ten days to make your withdrawal official.

STUDENT INFORMATION:

Student ID: @ X X X X _____ Level: UG GR Official Date: _____

Name: Last _____ First _____ M.I. _____

Home Address: _____ Street _____ City _____ State _____ Zip Code _____

Local Address: _____ Street _____ City _____ State _____ Zip Code _____

Residence Hall: _____ (Residence Hall students have 24 hours to vacate their room after signing this form)

Phone Number: _____ Email: _____

Major: _____ Advisor: _____ Are you an International Student? Yes No

Term: (Check One): Fall 20____ Wintersession 20____ Spring 20____ Summer 20____ Session ____

Reason for withdrawal: _____

For military withdrawal: Deployment or Enlistment Copy of military orders is required only if deployed

What is the likelihood that you will return to Edinboro University as a student in the future?

Very Likely (75% and above) Somewhat Likely (50%-75%) Unlikely (under 50%)

If transferring, where? _____

I, the undersigned, am aware of the consequences of withdrawing from the University:

- I realize I am limited to four repeated courses during any academic year and six repeat attempts of courses applicable for graduation credit or for improvement to my quality point average.
I also understand that my withdrawal may result in loss, reduction, or recovery/repayment of financial aid, including student loans. I may even be required to repay some or all of the refunds already issued to me or my parents this school year as a result of the adjustments required by my withdrawal.

I request that any net balance remaining after all required adjustments are completed be billed or refunded to me and mailed to my permanent home address on file with the University.

*Pending academic suspension or disciplinary action may affect any applicable refund. Please see Edinboro Catalog and/or Code of Conduct for details.

*Graduate students who withdraw from the university in any given semester are not removed from their graduate program. They have 5 years to complete any master's degree. To request removal from a graduate program, the student must contact the Office of Graduate Studies and Research and make the request in writing.

*Federal financial aid rules require schools and students to refund a percentage of the grants and loans paid for a term in which the student totally withdraws. "Day specific" withdrawal dates set the amount of federal aid a school or student is permitted to retain. Failure to repay federal funds may result in denial of all future Title IV federal aid dollars to the student. Student charge reductions based on the institutional refund policy should be discussed with the Bursar's office preceding final withdrawal.

Student Signature: _____ Date: _____

FOR OFFICIAL USE ONLY:

- Financial Aid
Did Not Attend Term _____
Did Attend Term _____
Do Not Delete Future Term Class Schedule

Official Date _____ Return Term _____

The Dean's signature is required beginning the 11th week of the

Approved _____
Dean's Signature

Cc: Student Accounts Office, Dining Services, Financial Aid, Housing, Records & Registration, and Student

Mail or Fax Completed Form to: Office of Records and Registration, Edinboro University, Hamilton Hall, 210 Glasgow Rd, Edinboro, PA 16444, Fax: 814.732.2130, Phone: 814.732.3501, Email: records@edinboro.edu

EDINBORO UNIVERSITY OF PENNSYLVANIA

STUDENT WITHDRAWALS FROM THE UNIVERSITY

POLICY

1. Students wishing to drop or withdraw from all courses and leave the University are able to do so via the S.C.O.T.S. system or by using the on-line total withdrawal form.
2. Students who withdraw from scheduled courses during the first 8 days of a semester, or an equivalent period during a session, will be permitted to drop their classes without academic penalty; no academic record will be kept for those courses. From the second through the tenth week, or an equivalent period in a session, students who withdraw from their classes will receive a W (withdrawal) on their academic record for the courses from which they withdraw. A request for an official withdrawal from any or all classes after ten weeks of the semester or equivalent period in a session will be reviewed by the Dean, and, if extenuating circumstances exist, the request may be approved. If approved, a student will receive a W (withdrawal) on their academic record.
3. No withdrawals are permitted once the final exam period has begun.
4. Students planning to withdraw from the University under the provision of this policy are subject to the current refund policy stipulated in the University catalogue and website.
5. Undergraduate students who file a total withdrawal or whose emollment has lapsed must apply for reinstatement to return to the university after one semester's absence. See Policy A031 for information about Academic Reinstatement.

PROCEDURE

Students seeking to withdraw from all courses are encouraged to carefully consider such an important decision and its impact on their academic career and financial aid status.

Students should seek the advice of their academic advisor, course instructors and other appropriate university staff prior to completing the withdrawal form or submitting the total withdrawal via S.C.O.T.S.

1. The student should meet with the Financial Aid Office concerning any aid currently being received, and the impact of withdrawing from all courses. Course withdrawals may affect a student's eligibility for current or future financial aid.
2. Contact the Bursar's Office to ascertain any account balance. Any balance should be cleared or recorded in the presence of the student. If a credit shows, assistance should be provided in filing for any appropriate refund.
3. If applicable, the student should arrange to meet with Residence Life and Housing staff to sign out of the residence hall room and turn in the key within 24 hours after signing the withdrawal form/ or submitting the withdrawal via S.C.O.T.S.
4. The Office of Records and Registration will update student records as appropriate. All pertinent university offices will receive a weekly report of students who have processed a total withdrawal.

RELATED POLICIES

PASSHE, Board of Governors Policies, System Academic and Financial Procedures: SAO10A Drop/Add Dates; SA049 Withdrawal End Dates; SF026 Refund Policy. EUP Policies: A031 Academic Reinstatement