



University of the Incarnate Word Withdrawal Form

A withdrawal is defined as cancelling your entire enrollment within a particular semester. A drop is defined as cancelling registration of an individual course or courses while maintaining enrollment in at least one course. Withdrawing has an effect on your financial aid, for both the current and future semesters, and on your academic progress which could result in your dismissal from the university.

Student's Name: _____ Student ID: _____

Permanent Address: _____
Street Address City State Zip

Phone Number: (____) _____ E-Mail: _____

WITHDRAWING MAY RESULT IN A SIGNIFICANT IMPACT ON YOUR FINANCIAL AID!

CONSEQUENCES OF WITHDRAWING: A withdrawal affects both a student's bill as well as any financial aid the student may have received. Students may or may not be eligible for a refund or a reduction of charges based upon the date of the withdrawal. The refund schedule defines the amount of tuition and fees (if any) to be refunded based on the date of withdrawal. A separate Return of Title IV calculation must be processed on any financial aid the student has received and may result in the student having a balance with the University after withdrawing.

- A student's withdrawal from the University will be considered as occurring the day the student turns in the withdrawal form to the Office of Student Success (for **undergraduate** students) or to the Office of Graduate Studies and Research (for **graduate, doctorate, and professional** students). The student must obtain a signature from the appropriate office before the student's withdrawal will be considered official.
- If you attend class in any semester and then withdraw or earn zero credit after aid has been disbursed, you may be required to return any funds received, including funds credited to pay tuition and fees.
- Financial aid must be used for educationally related expenses during your dates of enrollment. Federal regulations require the Financial Aid Office to calculate the amount of aid you "earned" for the number of days you attended. Any "unearned" aid for when you did not attend classes or were not enrolled must be repaid.
- If you withdraw before the start of the semester or never attend any classes, 100% of aid disbursed to you must be repaid. If a repayment is owed, you will be billed by the Business Office. You may not register and are not eligible for further aid until repayment is made in full. Additionally, we may also report you to a collection agency until we receive full funds and your balance is cleared.

Exit interviews are required to complete the withdrawal process. If you received a Perkins loan, complete the exit interview online at www.uasexit.com. If you received the Stafford and/or Graduate PLUS loans, complete an exit interview online at www.mappingyourfuture.org/OSLC (choose Stafford Exit or Stafford and Grad PLUS Combined Exit).

Complete the information below to withdraw from ALL courses.

Students withdrawing must return ID card and parking decal to the Student Success or Graduates Studies & Research Office.

Withdrawing from which semester/year (indicate all that apply): Fall _____ Spring _____ Summer _____
Year Year Year

Last date of attendance: _____ Major: _____ Advisor: _____

Reason for Withdrawal (please specify): _____

**BY YOUR SIGNATURE, YOU ACCEPT ALL CONSEQUENCES,
BOTH FINANCIAL AND ACADEMIC, FOR YOUR WITHDRAWAL.**

I understand the consequences of this action and request to complete the withdrawal.

Student's Signature

Date

Dean Student Success/Graduate Studies Signature Date