

WITHDRAWAL FORM

DATE SUPPLIED TO STUDENT: _____ **DATE RECEIVED FROM STUDENT:** _____

ARE YOU WITHDRAWING FROM ALL CLASSES FOR A GIVEN SEMESTER?

Yes, complete withdraw (no longer registered for any classes) No, partial withdraw (still registered for one or more classes)

1. Form must have all signatures as indicated before it will be processed.
2. A grade of W will be recorded on the student's transcript after the first week of class.
3. There are **no refunds for partial withdrawals** (withdrawal from one or more but not all classes).
4. Complete withdrawals (withdrawal from all classes) may be eligible for partial tuition reimbursement.
5. Below full time (12 hours) **may affect financial aid eligibility** and dependent insurance coverage. This means **a bill may be due immediately**.
6. This form, when completed, **must be returned before the deadline** established in the academic calendar.
7. The withdrawal **will not be official until all signatures have been obtained** and the form has been returned to the Center for Student Services or the Jackson County Center

300 Campus Drive
Parkersburg, WV 26104
304-424-8310
www.wvup.edu

FULL NAME: _____ **MAJOR:** _____

WVUPID: _____ **ORIGINAL SEMESTER HOURS:**

ARE YOU AN INTERNATIONAL STUDENT (F1)? Yes No **HOURS WITHDRAWING FROM:**

ARE YOU RECEIVING VETERAN BENEFITS? Yes No **NEW TOTAL SEMESTER HOURS:**

| CRN | SUB | CRS NO | SEC | TITLE | CREDITS | DATE OF LAST ATTENDANCE |
|-----|-----|--------|-----|-------|---------|-------------------------|
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ADVISING

PLEASE SELECT THE REASON(S) FOR YOUR WITHDRAWAL BELOW. (MUST COMPLETE)

- Academic Difficulty Dissatisfied with Classes Employment Health Issues
 Financial Issues Family Responsibilities Relocating Military Duties
 Other Reason (Please explain): _____

PLEASE ANSWER THE QUESTIONS BELOW. (MUST BE ANSWERED IN THE PRESENCE OF YOUR ADVISOR)

1. Do you understand how this withdrawal will impact your future schedule and graduation date? Yes No
2. Have you discussed this withdrawal with your instructor? Yes No
3. Have you used the Tutoring center for the class(es) you are withdrawing from? Yes No
4. Are you on financial aid probation? Yes No
5. Do you understand that this withdrawal may affect your financial aid eligibility and your current tuition bill? Yes No

ADVISOR SIGNATURE: _____ **DATE:** _____

Signatures must be obtained in order listed. You may get faculty or staff's approval via email. Print the email and attach the approval to this form.

Standard academic progress made Student will owe a portion of financial aid
FINANCIAL AID SIGNATURE: _____ **DATE:** _____

Payment arrangements made Third party memo
BUSINESS OFFICE SIGNATURE: _____ **DATE:** _____

I understand that by signing this form I am withdrawing from the classes above. I have read the information on the back of this form regarding refunds, and I understand this policy. I have been made aware of any consequences of withdrawing and how it may affect my financial aid and registration status.

STUDENT SIGNATURE: _____ **DATE:** _____

WITHDRAWAL FORM CONTINUED

SUPPORT SERVICES

What college services did you utilize? Tutoring Computer Lab IT Help Desk
 Accommodations Advising Blackboard Help Desk

Which student services should WVUP consider adding? _____

What may have been done to prevent you from withdrawing? _____

Were you satisfied with your WVUP experience? _____

Would you like someone from WVUP to call and talk with you regarding your withdraw? Yes No

If yes, please provide the best phone number and time to call: _____

Future Educational Plans (Choose one):

I plan to return to WVUP I plan to transfer to another institution I no longer plan to attend college

IMPORTANT INFORMATION

PAYMENT

If dropping a class or classes results in the loss of financial aid, the student must pay the resulting bill OR he or she will be dropped for non-payment.

REFUND POLICY (Answer Book #VI-11B. Tuition and Fees)

Students who withdraw completely, in accordance with college procedures, may receive a refund of tuition of tuition and fees in accordance with the schedules outlined below.

The Fall, Spring and Summer refund schedules apply to tuition only and do not apply to special fees. Refunds are issued only on complete withdrawals from the college. No refund will be issued for dropping individual courses until registered credit hours are zero. Tuition refunds will be issued for complete withdrawals to students according to the following penalty schedule:

Fall or Spring Semester

- 0% penalty will be assessed for classes canceled by the college or dropped by the student before 4:00 p.m. Friday the first week of classes.
- 10% penalty will be assessed on complete withdrawals during the second week of classes.
- 30% penalty will be assessed on complete withdrawals during the third week of classes.
- 50% penalty will be assessed on complete withdrawals during the fourth week of classes.
- No tuition refunds will be provided beginning with the fifth week of classes.

Summer Sessions and Nontraditional Periods

- 0% penalty will be assessed for classes canceled or dropped during the first 6% of the term.
- 10% penalty will be assessed on complete withdrawals during the first 7 to 13% of the term.
- 30% penalty will be assessed on complete withdrawals within the period of 14% to 19% of the term.
- 50% penalty will be assessed on complete withdrawals within the period of 20% to 25% of the term.
- No refunds will be provided after 25% of the term is completed.

Notes:

- Refunded tuition must be returned in accordance with the requirements of the Higher Education Act whenever Title IV funds are involved.
- Reduced refunds are given for students making installment payments. Refunds are based on the total payments made on the payment agreement at the date of the complete withdrawal.

COMMENT SECTION: