MARTIN UNIVERSITY

Formal Withdrawal Form

Never Attended ☐ (did not attend ANY class) **Withdrawal** ☐ (attended at least one class)

Today's Date: _____ **Semester**: _____ **Class**_____ Last 4 of SS#:_____

Student Name: _____ Student ID#:_____
LAST FIRST MI

Contact Phone: _____ Address: _____
City ST Zip

Program of Study/Major:_____ Are you a Veteran: YES____ NO____

Do you plan to return to Martin University? YES☐ NO☐ If so, when? _____

Reason for Withdrawal: (Please indicate the reason for your withdrawal from Martin University. Check ALL that apply)

☐ Poor Grades
☐ Dissatisfaction with instruction
☐ Dissatisfied with courses offered
☐ Found Job
☐ Moved/Moving
☐ Military Leave/Placement
☐ Financial Aid
☐ Financial Difficulties: Personal
☐ Work Schedule
☐ Conflict with Faculty/Staff
☐ Scheduling Conflict
☐ Course work too difficult
☐ Health/Medical Reasons
☐ Transferred/Transferring to another school
☐ Curriculum not meeting expectations
☐ Homeless
☐ Childcare
☐ Transportation
☐ Not ready for college
☐ OTHER

Comments:

_____

_____

I understand that all financial obligations must be met before I may register for another term at Martin University. Course withdrawals will reflect as a 'W' on my official academic transcript and contribute to my hours attempted. Withdrawing from classes may postpone my graduation date.

Return of Funds Policy

Higher Education Amendments of 1998 established the return of unearned Title IV aid. Institutions have certain responsibilities if a student with Title IV funds does any of the following: officially withdrawals, drops out, is expelled, takes an unapproved leave of absence, or fails to return from an approved leave of absence. The Title IV funds earned are based on the days of attendance. After completion of 60% of the semester, NO TUITION will be refunded.

I understand that it is my responsibility to request a signature from a representative in the following departments: Bursar, Academic Advising, Financial Aid, and Registrar. Upon completion of this form and required signatures my withdrawal becomes official. Failure to complete this form may result in failing grades for the semester.

Student Signature: _____ **Date:** _____
(Print & Sign)

Advisor Signature: _____ **Date:** _____
(Print & Sign)

Financial Aid: _____ **Date:** _____
(Print & Sign)

Bursar: _____ **Date:** _____
(Print & Sign)

Registrar: _____ **Date:** _____
(Print & Sign)

Revised 12/07/2018-MJF