



Student Academic Services

Withdrawing from the University

We understand that at times circumstances may arise where you need to stop attending SPU. Completion of this form will help key offices such as Student Financial Services, Student Life, and Student Academic Services plan for your departure.

This form is required for those student who will not be returning to SPU. Student planning to return to the university within four quarters time should complete the *Application for Non-Study Leave of Absence*. If withdrawing past the fifth week of the quarter, a *Registration Petition* will also need to be completed and attached to this form.

By completing this form you show understanding and agreement that if you withdraw after the fifth day of the quarter you will owe Seattle Pacific University according to the tuition refund schedule as outlined in the *Undergraduate Catalog* and online at Student Financial Services website www.spu.edu/depts/sfs/. Note that summer term and study tours follows different refund schedules.

PERSONAL INFORMATION

Name: _____ SPU ID #: _____

First quarter you will not be returning to SPU: _____

WITHDRAWAL INFORMATION

Rank your **top 3** reasons for either withdrawing or transferring from SPU with 1 being the most influential:

Withdrawing:

- _____ Academic difficulties
- _____ Financial
- _____ Health (Family member)
- _____ Health (Self)
- _____ Judicial (Disciplinary)
- _____ Location (Closer to home/family)
- _____ University not a good fit
- _____ Work Opportunity

Transferring:

- _____ Educational opportunities offered elsewhere
- _____ Family reasons
- _____ Financial
- _____ Health (Self)
- _____ Judicial (Disciplinary)
- _____ Location (Closer to home/family)
- _____ Unable to get into needed course(s) or major
- _____ University not a good fit

Please briefly explain your reasons for leaving in more detail: _____

COURSES TO WITHDRAW OR Initial here if you've already withdrawn from classes _____

If you are withdrawing from the University outside of the regular drop period, this form must be accompanied by a *Registration Petition*

CRN	Subject Code	Course #	Course Title	Credits/Units	Did you attend? If so list last date attended

Please check to acknowledge:

- I understand my leave may cause financial implications, including entering repayment on my loans, loss of scholarship/financial aid eligibility, and other changes as applicable. I will speak with Student Financial Services.
- For students living on campus, I will notify Housing of my leave.

REQUIRED SIGNATURE: _____ **Date Signed:** _____

I have read and agreed to the contractual, financial, and advising statements as printed on the reverse of this form.

Office Use Only: Entered in Comments Withdrawn from Classes (if applicable) Initial: _____ Date: _____

COMPLETE WITHDRAWAL POLICY

We understand that students may need to take a leave of absence from the University for financial reasons, or for personal considerations such as illness within families, medical reasons, or special educational opportunities not available at Seattle Pacific University. Even so, students may still return to the University. These students do not apply for readmission to SPU if they take a leave of fewer than four quarters. Instead, they can contact the registration office to return. However, if students are away longer than four quarters, then students will be expected to re-apply to SPU. The student will be responsible to complete the same degree requirements as expected upon his or her first quarter of matriculation at the University. An associate degree completed during a leave of absence of fewer than four quarters will not be recognized by the University.

Student Financial Services- Important Information on Withdrawing

If you decide to withdraw from Seattle Pacific University an official complete withdrawal must be processed. This may be handled by filing the Complete Withdrawal form in [Student Academic Services](#). If you plan to withdraw from University housing or meal plans (i.e., cancel your room and meal plan contract), proper notification must be provided to [University Services](#).

If you do not provide proper written notification to the University or use the Banner Information System, any and all financial obligations will remain binding, regardless of whether classes were attended or whether or not any of the contracted services were utilized. If you provide proper withdrawal notification to the University financial obligations may remain, see below.

Student Academic Services policies and procedures for withdrawal are available in the Academic Policies and Procedures, Withdrawals section of the University Catalogs, in addition, please review the Costs and Financial Aid, Refunds and Account Adjustments section of the University Catalogs at www.spu.edu.

Withdrawal may have a financial impact. You must contact University Services for information regarding Housing and Meal Charges. You must contact Safety and Security for information regarding Parking Charges.

- The date you withdraw determines your eligibility for any refund.
- Dropping courses may affect your current and continued eligibility for financial aid.
- Dropping to less than half-time status will remove Stafford, Perkins, Nursing, and SPU Institutional loans from deferred status; loan exit paperwork may be required.
- The date you drop to less than half-time status will establish the grace period and/or repayment start date for your loans.
- If you enroll at half-time or greater for a future term please contact your lender or loan service provider to discuss eligibility for in-school deferment.
- If you are granted in-school deferment before your grace period expires, you will receive the entire grace period when you graduate or drop to less than half-time enrollment.

By signing and returning this form you show understanding and agreement that if you withdraw after the fifth day of the quarter you will owe Seattle Pacific University according to the refund schedule outlined in the *Undergraduate Catalog* and online at the Student Financial Services website www.spu.edu/depts/sfs/ making note that summer and study tours follow different refund schedules.