



### COLLEGE WITHDRAWAL FORM

**\*\*\*This form is to be used for any student withdrawing from courses after the ADD/DROP date.\*\*\*  
\*\*\* This form is to be used by any student who has no plans to return to the College and/or is transferring to another college. \*\*\***

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Address: \_\_\_\_\_  
Street/PO Box City State Zip

Phone # ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Major/Cohort: \_\_\_\_\_ UG GR Semester: \_\_\_\_\_ Withdrawal Date \_\_\_\_\_

#### Reason for Withdrawal (please check one)

Active Military Service	Personal
Career Change	Other:
Financial Difficulties	Transferring out to another institution?
Discontinuation of Major/Degree	If so, Name of Institution: _____
Health/Medical	Dissatisfied with Medaille:
Family Obligations	If so, why? _____
Work Obligations	Break of Enrollment for one term. Return Date _____

Form Initiated by: Staff: \_\_\_\_\_ **OR** Student  
(Staff's Name)

Are you an International Student Yes No

#### Please append note of communication (e.g. phone call, email, face-to-face, etc.) with this form.

A student will receive a "W" grade if the Withdrawal form is submitted to the Registrar's Office by the "Last Day/Evening to Withdraw." Any student who officially withdraws from the College must reapply through the Admissions Office and is subject to all program requirements and policies in effect at the time of re-admittance.

I understand that if I withdraw from Medaille College prior to the last day to withdraw without academic penalty I will receive "W" grades for all classes. Also, I will be liable for tuition and fees assessed for this semester depending upon date of withdrawal; in accordance with the Tuition Liability Schedule. I understand that if I withdraw from Medaille College and have attended any day(s)/night(s) of class, this will affect my financial aid and I will be liable for a balance. Any "I" grades (incompletes) currently in progress will expire in accordance with the terms of individual contracts.

I understand that if I Withdraw from Medaille College after the withdrawal deadline, I will receive letter grades as assigned by the instructor(s) and will be responsible for the full tuition and fee liability in that given semester. Any "I" grades (incompletes) currently in progress will expire in accordance with the terms of individual contracts.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

#### Required Medaille Signatures (in this order):

(1) Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

(2) Student Development: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature Required if a Residential Student)

#### Send Completed form to Registrar's Office

#### REGISTRAR'S USE ONLY:

Received By: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Processed By: \_\_\_\_\_

Process Date: \_\_\_\_\_