



COLLEGE WITHDRAWAL FORM

****This form is to be used by a student who plans to withdraw from the College completely****

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? If so, Name of Institution: _____
Discontinuation of Major/Degree	Dissatisfied with Medaille: If so, why? _____
Health/Medical	Break of Enrollment for one term. Return Date _____
Family Obligations	
Work Obligations	

Form Initiated by: Staff: _____ (Staff's Name) OR Student

Are you an International Student Yes No

Is your withdrawal related to COVID-19: 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: _____

Advisor Signature: _____ Date: _____

REGISTRAR'S USE ONLY:

Received By: _____ Effective Date: _____
Processed By: _____ Process Date: _____