

**Student Information: Please complete form in blue or black ink.**

 \_\_\_\_\_  
 Legal Last Name                      Legal First Name                      Student ID                      Current Program/Program of Interest

Today's Date \_\_\_\_\_

**International Student**
 Yes     No     F1 Status

**I AM WITHDRAWING FROM:**     Professional Program     AHU     All Classes this Trimester     Some Classes this Trimester

**DROP COURSES: Please fill in all the courses you are dropping**
**FOR OFFICE USE ONLY**

Course Prefix & Number	Section	Course Title	Credit Hours	Instructor Signature (On-campus ONLY)	Date Last Attended	Refund %	Grade

**REASON:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Personal Illness              | <input type="checkbox"/> Family Illness | <input type="checkbox"/> Family Obligation |
| <input type="checkbox"/> Work Schedule                 | <input type="checkbox"/> Work Pressure  | <input type="checkbox"/> Citizenship       |
| <input type="checkbox"/> Financial                     | <input type="checkbox"/> Academic       | <input type="checkbox"/> Relocation        |
| <input type="checkbox"/> Other (please explain): _____ |   |  |

**RETURNING:**

- 
- This trimester
- 
- 
- Next Trimester
- 
- 
- Not Returning
- 
- 
- Other: When returning: \_\_\_\_\_

Courses still attending this trimester: \_\_\_\_\_

**Are you receiving financial aid?**     Yes     No    **If yes:** If you are receiving a Federal Stafford Loan and drop below 6 credit hours, you must complete exit loan counseling at <https://studentloans.gov> and click on Log In. A student who receives federal aid and withdraws could have his aid adjusted, based on the amount of time the student was enrolled. A student must make Satisfactory Academic Progress to continue receiving financial aid. For questions or additional information, please contact the Financial Aid Department.

- ✓ Your Grade is based on the date the withdrawal form is received in the Registrar's Office. If you stop attending a course and do not submit the form by the deadline, you will receive a WF for that course.
- ✓ Application fee is non-refundable.
- ✓ Matriculation fee will be refunded if a student receives 100% tuition refund on ALL classes for the trimester.
- ✓ Refund is based on the date the withdrawal form is received by AHU. Refund policy:

Days	Refund %
1 <sup>st</sup> seven calendar days	100%
After seven calendar days	No refund

# of wks in Session	No Grade	"W" Grades	"WF" Grade
4	End of 1 <sup>st</sup> week of class	Beginning of 2 <sup>nd</sup> to end of 3 <sup>rd</sup> week	Beginning of the 4 <sup>th</sup> week
5	End of 1 <sup>st</sup> week of class	Beginning of 2 <sup>nd</sup> to end of 3 <sup>rd</sup> week	Beginning of the 4 <sup>th</sup> week
7	End of 1 <sup>st</sup> week of class	Beginning of 2 <sup>nd</sup> to end of 5 <sup>th</sup> week	Beginning of the 6 <sup>th</sup> week
14	End of 1 <sup>st</sup> week of class	Beginning of 2 <sup>nd</sup> to end of 11 <sup>th</sup> week	Beginning of the 12 <sup>th</sup> week

**SIGNATURES REQUIRED: Please return form to the Office of the Registrar after completed with all required signatures.**

<b>Student:</b>	Date:
<b>Academic Advisor/Online Student Manager:</b>	Date:
<b>International Student Advisor:</b> (If student is in F-1 Status)	Date:
<b>Program Chair:</b> (If withdrawing from Professional Program)	Date:
<b>Financial Services:</b>	Date:
<b>VP Student Services:</b> (If withdrawing due to citizenship issues)	Date:
<b>Office of the Registrar:</b>	Date: