

**Student Information: Please complete form in blue or black ink. Form must be completed with all required signatures and then sent to the Financial Aid department. All portions of this form must be completed before it can be processed.**

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

Please be aware that your @my.ahu.edu email and all associated Microsoft 365 services will be deactivated if you are completely withdrawing from AHU.

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:**  
 Personal Illness  Family Illness  Family Obligation  
 Work Schedule  Work Pressure  Citizenship  
 Financial  Academic  Relocation  
 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 4 credit hours for graduate students or 6 credit hours for undergraduate students, 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 and signed by your academic advisor. 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 4 <sup>th</sup> week	Beginning of the 5 <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 Financial Aid department after completed with all required signatures.**

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