

## Complete Withdrawal Form from Washington Adventist University

Form must be submitted in person by the student to the School of Graduate and Professional Studies. In extenuating circumstances, please make alternative arrangements by contacting the Business Manager at x4090.

Name: \_\_\_\_\_ I.D. : \_\_\_\_\_

1. Reason for withdrawing: \_\_\_\_\_

2. Is this your first time at Washington Adventist University? \_\_\_ Yes \_\_\_ No

3. Are you receiving financial aid? \_\_\_ Yes \_\_\_ No

If yes, what kind? \_\_\_\_\_

4. What are your future educational goals? \_\_\_\_\_

Session: Fall  Spring  Summer

### Dropped Courses

*Shaded area for Instructor's use only.*

Course I.D.	Section #	Course Title	Credit Hours	Last Date of Attendance	Instructor's Signature

Total hours: \_\_\_\_\_

Student's signature: \_\_\_\_\_

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

Program Coordinator signature: \_\_\_\_\_

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

Student Support Services signature: \_\_\_\_\_

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

### For Office Use Only

**Refund Policy:** The following is based on ATTENDANCE. If the student has attended one class for one day of the week, the following is applied:

- Courses dropped prior to first week.....100 %
- Courses dropped prior to second week.....65%
- Courses dropped prior to third week.....50%
- Courses dropped after third week.....0%

Business Manager: \_\_\_\_\_ Computer Entry: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 11/12/10