



Clafin University

STUDENT WITHDRAWAL FORM

To be completed by students requesting to officially withdraw from ALL classes at the university.
Be sure to check the Academic Calendar for official withdrawal dates.

DATE: _____

NAME: _____ CU ID# _____

PERMANENT ADDRESS: _____

TELEPHONE: (____) _____ MAJOR: _____

PLEASE CHECK THE GENERAL AREA(S) OF CONCERN:

- | | | |
|--|---|--|
| <input type="checkbox"/> Medical* | <input type="checkbox"/> Address Changed | <input type="checkbox"/> Peer Pressure |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Social Campus Life | <input type="checkbox"/> Emotional |
| <input type="checkbox"/> Academic | <input type="checkbox"/> Schedule Conflict | <input type="checkbox"/> Faculty Relations |
| <input type="checkbox"/> Career Objective Change | <input type="checkbox"/> Personal/Family | <input type="checkbox"/> Other (explain below) |

*If you are leaving for medical reasons, you may submit documentation to the Student Health Services Department. Please do not provide medical documents to the Office of the Registrar.

Will you return at a later date? Yes No

Would you recommend Clafin University to a relative or a friend? Yes No

FORM WILL BE PROCESSED IN THE ORDER INDICATED BELOW. SIGNATURES ARE REQUIRED.

Student Date

Library (Circulation Desk) Date

Director of Freshmen College(Freshmen ONLY) Date

Default Manager(Financial Aid) Date

Director of Counseling Date

Director of Financial Aid Date

School Dean Date

Vice President for Fiscal Affairs Date

Director of Residential Life Date

Registrar Date

IMPORTANT: PROPER WITHDRAWAL FROM THE UNIVERSITY WILL RESULT IN A NOTATION OF "W" BEING PLACED BESIDE EACH COURSE THE STUDENT ENROLLED IN THE SEMESTER OR SUMMER TERM OF THE WITHDRAWAL. FAILURE TO PROPERLY WITHDRAW WILL RESULT IN "F" GRADES FOR EACH COURSE. **ANY WITHDRAWAL INITIATED AFTER THE PUBLISHED LAST DAY TO WITHDRAW WILL RESULT IN GRADES OF "WF" WHICH WILL CALCULATE INTO YOUR GPA THE SAME AS GRADES OF "F"**. Adjustments to tuition only will be made to a student's account based on the date the student "officially" initiated the withdrawal process. For additional details, please review one of the following: "Institutional Refund Policy for Fees" under Student Accounts on the Clafin University Website, or see the policy in the university catalog. Students may also contact Student Accounts.