**SPRING 2015**

All students who find it necessary to withdraw from the University after registration must complete the

‘Withdrawal Advising Form’. The last day to withdraw from a course is extended to March 14, 2015.

For the SPRING 2015 semester, tuition refunds are as follows:

Withdrawal Date % Refund

On or before January 6, 2015 100%

January 7 – January 13, 2015 80%

January 14 – February 17, 2015 50%

After February 17, 2015 0%

***Last Date to Withdraw: March 11, 2015***

When a student officially withdraws from the University or from any course, or courses, charges will be adjusted according to the refund schedule. The full amount of tuition will be due unless the withdrawal occurs during the refund period; all fees are non-refundable. Refer to the “Adjustments & Refunds of Tuition” section listed in the University Catalog.

Institutional Financial Aid Refund Policy:

When a student has institutional financial aid from Bellarmine University and completely withdraws during the time that a tuition refund is due, the student is eligible to keep the same percentage of the institutional financial aid that they are charged for tuition. The remaining aid is refunded to the financial aid programs.

*This form should be completed by the student. All students need to have the Advising form section signed by a full-time employee of the Academic Resource Center (ARC). The student or an authorized representative of the ARC will return the ‘Withdrawal Advising Form’ to the Registrar’s Office.*

# **Withdrawal Advising Form**

***All undergraduate students need to have this section signed by a full-time employee of the ARC***

Student ID Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did you attend any classes this semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last date attended \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Withdrawal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registered for a future semester \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If yes, do you wish to be withdrawn \_\_\_\_\_\_\_\_\_\_

Student’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ARC Authorized Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Received in Registrar’s Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_