**Withdrawal Form – SPRING 2018**

This form is to be used when a student finds it necessary to **withdraw from all courses** for the semester. It must be completed by the student. Exceptions to the final withdrawal deadline may be granted by either unexpected, extenuating health issues, whether psychological or physical, requiring hospitalization, surgery or other extensive long term treatment or in an extraordinary circumstance such as military duty, finding it necessary to withdraw from all classes at the University. Review the entire Withdrawal Policy (including medical and military policies) under the Academic Policies link in the [University Course Catalog](https://catalog.bellarmine.edu/2017-2018/) for more information.

For the Spring 2018 semester, tuition refunds are as follows:

Withdrawal Date % Refund

On or before January 3, 2018 100%

January 4 – January 10, 2018 80%

January 11 – February 14, 2018 50%

After February 14, 2018 0%

***Last Date to Withdraw from Spring 2018: March 14, 2018***

When a student officially withdraws, charges will be adjusted according to the refund schedule, except in the case of medical withdrawal appeals which are handled on a case-by-case basis. The full amount of tuition will be due unless the withdrawal occurs during the refund period; all fees are non-refundable. Refer to “Adjustments & Refunds of Tuition” in the University Course 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 Institutional Financial Aid that they are charged for tuition. The remaining aid is refunded to the financial aid programs.

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

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

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

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

(If this is a Medical Withdrawal, please attach a letter outlining the circumstances which led you to your request.)

Registered for future semester (s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If yes, do you wish to be withdrawn \_\_\_\_\_\_\_\_\_\_
(indicate which future semesters you are registered for, if any)

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

**Required Approvals:**

***Standard Withdrawal:*** *For all withdrawals other than a Medical Withdrawal, this form must be signed by a full-time employee of the Student Success Center (SSC).*

SSC Authorized Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Medical Withdrawal***: *For Medical Withdrawals, the student must obtain only the signature of the Dean of Students or his/her Designee (SSC signature is not required for a medical withdrawal).*

Dean of Students Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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