**Withdrawal Form – SUMMER 2019**

This form is to **withdraw from all courses** for the semester and must be completed by the student. Review the entire [Withdrawal Policy](https://catalog.bellarmine.edu/2018-2019/undergraduate-academic-policies#Withdrawal_Policies) in the Bellarmine University Catalog for more information.

When a student officially withdraws, charges are adjusted according to the refund schedule, except in the case of medical withdrawal appeals, which are handled on a case-by-case basis. All fees are non-refundable. Refer to “[Adjustments & Refunds of Tuition](https://catalog.bellarmine.edu/2018-2019/undergraduate-admission#Adjustments_and_Refunds_of_Tuition)” in the University Course Catalog.

Institutional Financial Aid Refund Policy: When a student has institutional financial aid and withdraws during the time that a tuition refund is due, the student is eligible to keep the same percentage of the institutional financial aid they are charged for tuition. The remaining aid is refunded to the financial aid programs.

***Withdrawal and refund dates for summer vary depending on the summer course dates and sessions. Refer to the*** [***summer 2019 academic calendar***](https://www.bellarmine.edu/docs/default-source/registrar-docs/summer-2019-academic-calendar4c360a97fcf16c298b1dff00007f963e.pdf?sfvrsn=45c76680_2) ***for specific withdrawal/refund dates.***

**Student Information:**

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.)

Check only one of the following boxes:

* Check this box if this is a permanent withdrawal from Bellarmine University. (Any future courses for which you are registered will be dropped).
* Check this box if you intend to return to Bellarmine University for courses in the Fall 2019 semester.

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

**Required Approvals:**

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

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

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

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

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