**Withdrawal Form – Fall 2021**

This form is to be used when a student finds it necessary to **withdraw from all courses for the semester** or to permanently withdraw from the University. It must be completed by the student. Review the entire Withdrawal Policy under the Academic Policies link in the [University Course Catalog](https://catalog.bellarmine.edu/2021-2022/) prior to completing this form.

For the Fall 2021 semester:

* All **tuition refunds dates** can be found here: [Academic Calendar](https://catalog.bellarmine.edu/2021-2022/academic-calendar)
* The Last Date to Withdraw from Fall 2021 is October 27, 2021\*

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.

*\*See below for Medical or Military withdrawal procedures. Petitions to withdrawal (other than medical or military) after the published deadline must be submitted prior to the end of the semester, following the Academic Petition Policy outlined in the Catalog.*

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

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

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

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

Check only one of the following boxes:

* Check this box if this is a permanent withdrawal from Bellarmine University (any future registered credits will be dropped).
* Check this box if you intend to return to Bellarmine University for the Spring 2022 semester. Your status will remain active and you will be held to the Bellarmine Code of Conduct during your absence.

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

**Notifications:**

*Please notify your advisor via email or phone that you have withdrawn. This includes: Student Success Center advisor, faculty advisor, or graduate program advisor, and if applicable, athlete advisor in the Academic Support Services for Student Athletes Office.*

*Students living on campus must make arrangements with Residential Life prior to moving out.*

**Medical Withdrawal Request:***If you are seeking a medical withdrawal as defined in the University’s Withdrawal Policy, you must complete this form and a Student Accounts Tuition Appeal Form, and submit them along with a letter outlining the circumstances which led to your request and any relevant documentation to support it. Your withdrawal will be processed upon receipt of this form in the Registrar’s Office and your letter will be reviewed by the Dean of Students (or their designee) to determine if you quality for a medical withdrawal. The Dean of Students Office can advise you with this process should you need assistance.*

**Active Duty Withdrawal Request:***If you have been called to active duty and need to withdraw from all classes, complete this form and a Student Accounts Tuition Appeal Form, and submit them along with a copy of your military orders.*

**Submit completed form to the Registrar’s Office at**[**registrar@bellarmine.edu**](mailto:registrar@bellarmine.edu) **or in-person, Horrigan Hall 205** *Date Received in Registrar’s Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*