



**OFFICIAL WITHDRAWAL FORM**

**GENERAL INFORMATION**

Student's First & Last Name: \_\_\_\_\_ Student SS#: XXX-XX-\_\_\_\_\_

Phone Number: \_\_\_\_\_ Date Enrolled at ABU: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**WITHDRAWAL INFORMATION**

Check the following option that applies:

- Withdrawing during the Official Add/Drop week
- Withdrawing after the Official Add/Drop week and will be removed from all courses
- Returning to ABU within the next year

Reason for withdrawal:

- Financial
- Administrative
- Other: \_\_\_\_\_

**CLEAR STATUS**

To withdrawal from ABU, it is necessary to clear status with the offices listed below:

Residential Life (If applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director (If applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Financial Aid: \_\_\_\_\_ Date: \_\_\_\_\_

Student Accounts: \_\_\_\_\_ Date: \_\_\_\_\_

**Registrar:** \_\_\_\_\_ **Official Withdrawal Date:** \_\_\_\_\_

**Last Date of Attendance:** \_\_\_\_\_

\*The official withdrawal date will be determined by the Registrar's Office based on the student's first notification to the University or the effective date, whichever is latest\*

| COURSE: | SEC: | INSTRUCTOR SIGNATURE | WP/WF | LAST DATE OF ATTENDANCE: |
|---------|------|----------------------|-------|--------------------------|
|         |      |                      |       |                          |
|         |      |                      |       |                          |
|         |      |                      |       |                          |
|         |      |                      |       |                          |
|         |      |                      |       |                          |
|         |      |                      |       |                          |

**FINANCIAL STATUS**

Total Balance Due: \_\_\_\_\_

\*This includes tuition, room/board, fees, miscellaneous charges\*

Total Refund Due to Student: \_\_\_\_\_

\*No refund will be made to student for at least 2 weeks after withdrawal\*

Amount of Financial Aid Funds to be REPAID by the STUDENT: \_\_\_\_\_

\*If student is withdrawn/dismissed from school before they have attended classes for 60% of the class time, the student will be required to pay back a percentage of their financial aid. This percentage will be determined at time of departure\*

**\*IF RETURNING TO ABU WITHIN THE NEXT YEAR, FILL OUT BELOW\***

Date planning to re-enter ABU: \_\_\_\_\_

Is student under Academic/Disciplinary probation? \_\_\_\_\_

Explain: \_\_\_\_\_

Financial arrangements made with student: \_\_\_\_\_

It is understood that no refunds will be made if there is a balance due in any account. It is understood that all fees are fully earned by ABU and are not refundable. It is further understood that no refund can be made, nor official withdrawal made until this document is signed by the Dean of Students, and satisfactory arrangements made with the school. It is understood that no transcripts will be released if there is a balance due on the account.

Signature of Student \_\_\_\_\_

**Signature of Vice President of Student Affairs:** \_\_\_\_\_