



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
- Dismissal (Disciplinary)
- 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If student is withdrawn/dismissed from school before they have attended classes for 60% of the class time, the student will be required to pay back a percentage of their financial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 Dean of Students: _____