

Office of the Registrar
 45 S. National Ave.
 Fond du Lac, WI 54935
 (920) 923-7618 (920) 926-6708 Fax
registraroffice@marianuniversity.edu



Withdraw from the University Request Form

Name: Last First Middle Initial Social Security Number or Student ID #

Address: Street City State Zip

Day Telephone () **Have you registered for next semester?** Yes No

E-mail Address: _____

Withdraw from University with Intent to Return

I request to officially withdraw from Marian University. I understand that because I will not maintain continuous enrollment at Marian University that I will be required to submit a formal re-application to the University upon my return. At that time I acknowledge that I will be responsible to submit the following:

1. A complete Marian University application (paper form or online form accepted) <http://www.marianuniversity.edu/interior.aspx?id=24>
2. An official transcript from each college or university attended since last enrolled at Marian University

Date of Notification: _____
 Month Day Year

Indicate semester and year that you will be returning to Marian University: _____

Explain reason for withdrawal from Marian University below:

Withdraw from University

I request to officially withdraw from Marian University.

Date of Notification: _____
 Month Day Year

I will complete the current semester. Please process my withdrawal at the end of this semester.

Reason for Withdrawal (Circle all that apply)

Academic Transfer Employment Financial Medical Personal

Transfer to: _____

Explain reason for withdrawal from Marian University below:

I understand that withdrawal from the University at this time may affect financial aid awards, scholarship awards, athletic eligibility, Veteran Education benefits, or ROTC benefits. I realize I may be held responsible for funds originally awarded contingent upon completion of this semester.

Student Signature: _____ **Date:** _____
 I have read and understand the responsibilities as outlined on the reverse side of this form

FOR OFFICE USE ONLY:

Student Workflow Requirements:

Separation Date: _____ **for Year/Term(s):** _____
 (date the school official was informed of the student's withdrawal from the University) Yr/Term

Prior to End of Add/Drop, course(s) dropped: Yr/Term

Enrolled Status Field updated to: _____ Date above entered:

After Add/Drop period, "WD" grades assigned: Yr/Term

Enrolled Status Field updated to: _____ Date above entered:

Not enrolled: Yr/Term

Transcript Workflow Requirements:

Future Semester Registration - courses dropped: Yr/Term

Withdrawal Date: _____ Withdrawal Date entered in "Notes":
 (last date of "seat time" if different from the separation date) - (Used to base prorated tuition refund)

Athletic Dept. Notified Date/Initials: _____

Amount of Refund/Charge Incurred: _____

Email: Advisor Student Life Library Fin. Aid Bus. Office I.T. Dept. Dean of Advising LER DSO Athletic Dept.

Hard Copy sent to: Admissions Office Fin. Aid LER TRIO/SSS Student **Final Attendance Report printed for student file:**

VAONCE updated Date/Initials: _____ **National Student Clearinghouse Notified** Date/Initials: _____

Registrar's Signature: _____ Processed by: _____ Date: _____

Withdraw from the University Request Form Instructions

1. Student obtains form from the Office of the Registrar or Web site: <http://www.marianuniversity.edu/interior.aspx?id=279>
2. The student fills out the form completely. The student's signature is required on this form.
3. International students need to be aware that withdrawing can affect their immigration status. International students must contact the International Student Advisor **PRIOR** to completing this form.
4. Student athletes need to be aware that withdrawing will affect their athletic eligibility. Athletes must contact their coach **PRIOR** to completing this form.
5. The student's address must be included on this form when a refund is due.
6. The completed form must be returned to the Office of the Registrar.
7. The Office of the Registrar will make changes to the student's registration as deemed appropriate.
8. The Office of the Registrar will process the form and distribute copies to the appropriate University offices.
9. The Withdraw from the University Request form will become part of the student's permanent record.

NOTE:

- If living in Marian University Housing please contact the Office of Student Life for information regarding billing, check-out and/or housing preference requests for your return if appropriate.
- Please check in with the Library to be certain that books have been returned and/or library fines paid.

- Withdrawal from University

- Students withdrawing from the University must notify the Registrar.
- The official date of university withdrawal for purposes of determining refund and academic action is the day upon which the properly completed Withdraw from the University Request form is received and/or completed in the Office of the Registrar. If withdrawal is not completed prior to the last week of the semester, grades will be recorded.
- Tuition will be refunded according to the University Refund Policy.

- University Refund Policy

- All students withdrawing from the University or changing enrollment status are issued tuition refunds based on the scale below:

Drop before first class	100% refund	No notation on transcript
Non-attendance/no drop/no show	90% refund	WD on transcript

Length of class	Amount of refund	Academic Notation
<u>14 weeks or longer:</u>		
1 st or 2 nd week (add/drop period)	100%	No notation on transcript
3 rd or 4 th week	75%	WD on transcript
5 th or 6 th week	50%	WD on transcript
After 6 th week	None	WD on transcript
After the 10 th week	None	WF on transcript
<u>7 to 13 weeks:</u>		
1 st week	90%	WD on transcript
2 nd week	75%	WD on transcript
3 rd week	50%	WD on transcript
After 3 rd week or up to 69% of course completed	None	WD on transcript
70% or more of course completed	None	WF on transcript
<u>1 to 6 weeks or more than 2 course meeting days:</u>		
10% of course completed	90%	WD on transcript
11 to 25% of course completed	75%	WD on transcript
26 to 40% of course completed	50%	WD on transcript
41% to 69% of course completed	None	WD on transcript
70% or more of course completed	None	WF on transcript
<u>2-Day Courses:</u>		
1 st day	50%	WD on transcript
2 nd day	None	WF on transcript