

VIRGINIA WESLEYAN UNIVERSITY
WITHDRAWAL NOTIFICATION

PLEASE PRINT

NAME _____ ID# _____

HOME ADDRESS _____
street city state zip code

I am currently a: _____ commuter student _____ resident student [dorm & room no. _____] _____ ASP student

I attended my class(es) for the current semester: _____ no _____ yes (last date of attendance: _____)

I desire to withdraw from the university for the [] fall [] spring _____ for the following reason(s):
YEAR

[] financial/expense [] personal [] relocating/moving [] health/medical [] work related
[] joining military/military orders/called to active duty [] other (please explain):

Student's Signature

Date

A withdrawal is not complete until signed by the following, preferably in the order indicated, and until an exit interview with the Provost of the University has been completed.

*Exit Interviews
Completed*



Faculty Adviser _____ Date _____

Student Affairs _____ Date _____ *Batten Center*

Financial Aid Office _____ Date _____ *Godwin Hall*

Business Office _____ Date _____ *Batten Center*

Provost _____ Date _____ *Clarke Hall*

Library _____ Date _____

**Office of Residence Life _____ Date _____

****Required only for those students who currently reside on campus.**

@Adult Studies Program _____ Date _____ ****See reverse**

@ Required for ASP students only

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This form must be returned to the Registrar's Office for final processing. You are not withdrawn unless this form has been signed by the registrar.

Registrar's Use Only

Registrar's Signature

Date

Comments: without record with record (W or WF)

REFUND POLICY FOR FALL/SPRING SEMESTERS

Refund Policy for Tuition, Room & Board, Internal Financial Aid Funds and State Funds

Any student who wishes to withdraw from the University needs to notify the Registrar's Office via email, by midnight the day before classes begin. If a student fails to notify the Registrar's Office, the following charges will incur:

1st week of the semester - College retains 10% of charges

2nd week of the semester - College retains 50% of charges

3rd week of the semester - College retains 75% of charges

After the conclusion of the 3rd week of the semester - **NO REFUND**

****All class fees are non-refundable after the first week of classes,
whether you drop the class or withdraw from the College****

An administrative fee of 5% of the total semester charges or \$100.00, whichever is less, will be added to each student's account that withdraws from the College for any reason.

Adult Studies Program Office ONLY TO BE COMPLETED BY THE COORDINATOR OF ASP

Received by ASP Office: _____
Staff Signature Date

Tuition: () Refundable _____%	Amount Tuition	_____
() Not Refundable	Less refund	_____
	Amt. tuition Due VWC	_____
	+5% W/D Fee	_____
	Total Amount Due	_____