

**UNIVERSITY WITHDRAWAL FORM**

*EKU is committed to student academic success. Because withdrawing completely from the University is a significant decision, please consider that withdrawing may not be your only option. Feel free to contact the University Advising Office to discuss your situation. The university official withdrawal process is initiated by receipt of this form by the EKU Registrar's Office; the effective date of the withdrawal will be either the date of the U.S. postmark (if form is mailed) or the date the form is hand-delivered to Registrar's Office.*

**A. Withdrawal Timetable**

- a) **During the first 4 weeks of the semester** students may withdraw from the University through EKUDirect by withdrawing completely from all classes and reducing their enrollment down to 0.0 cr. hr. (no withdrawal fee will be incurred).
- b) **Beginning with the 5th week, and until the end of the 10th week of a fall/spring semester classes**, students must complete this form to withdraw from the University (no withdrawal fee will be incurred).
- c) **Students may not officially withdraw from the University after the 10th week of a fall/spring semester.** See the Colonel's Compass online ([www.eku.edu/compass](http://www.eku.edu/compass)) for partial-semester or summer withdrawal deadlines.
- d) Students with extenuating circumstances occurring after the 10th week should refer to the Registrar's website (<http://registrar.eku.edu/withdrawal-information>). If you have questions please call 859-622-2320.

**B. Submit Completed Form**

- a) This completed document, with **original signature**, may be hand delivered to: Registrar's Office, SSB RM 239, EKU Richmond Campus; or mailed to EKU Registrar, 521 Lancaster, SSB CPO 58, Richmond, KY 40475.
- b) Receipt of form will be **confirmed by Registrar's Office via email to student's EKU email account.**
- c) A scanned copy of completed form may be emailed to [REGISTRATION@eku.edu](mailto:REGISTRATION@eku.edu) but only if sent from student's EKU email account. The login to this secure email account serves as the student's electronic signature on the withdrawal form.
- d) **Do NOT FAX this form** (faxed forms are not acceptable and will not be processed.)

**C. Military Withdrawals:** If **leaving for military reasons** you must contact the Registrar's Office directly to arrange for a Military Withdrawal

**Student: Keep a copy of this signed form for your records. Please confirm the last day to withdraw from this semester; any form signed after the withdrawal deadline will not be processed.**

Student name \_\_\_\_\_ ID \_\_\_\_\_ Current phone contact \_\_\_\_\_  
(PRINT) (REQUIRED) (REQUIRED)

EKU student email \_\_\_\_\_ Preferred email contact \_\_\_\_\_

**Why are you leaving EKU?** (You may check as many as apply)

**[If you wish to discuss your reasons for leaving EKU please contact the University Advising Office at 859-622-2276.]**

- Financial difficulties
- I enrolled in too many hours
- Homesickness
- Other: \_\_\_\_\_
- Family issues
- GPA concerns
- Medical

**Do you plan on returning to EKU?**  YES - Semester \_\_\_\_\_ /  NO  Not Sure

**STUDENT: You must read and initial each of the statements below.**

I am **withdrawing completely** from the University. I understand I will have "W" grades for every class and **all current/pre-registered courses will be cancelled.** This withdraw will be confirmed by an email from the Registrar's Office sent to my EKU email account.

I acknowledge that I will not receive a tuition refund and I will not be assessed any class drop fees.

I understand and agree to pay all outstanding tuition and fees. Should I default on any outstanding financial charges, I agree to pay any and all fees, including collection, attorney, and litigation costs incurred by EKU in efforts to collect this debt.

I acknowledge that I may be required by federal law to **repay some or all of any financial aid that I have received to attend EKU.**

I understand that withdrawing from coursework can result in denial of future financial aid. I will refer to the Satisfactory Academic Progress Policy at [www.finaid.eku.edu](http://www.finaid.eku.edu) to learn any further details regarding possible impact on my financial aid.

\_\_\_\_\_  
**Student signature**

\_\_\_\_\_  
**Date** (withdrawal will be as of postmark or day received by Registrar's Office)

REG Office use only:  
Banner data entry

Date

Staff initial

Student emailed confirmation