

UNIVERSITY WITHDRAWAL FORM

This form may be used if student does not have access to withdraw via EKU Direct and if the withdrawal will occur before the 12th week of the semester.

*EKU is committed to each student's academic success. Withdrawing completely from EKU is a significant decision with possible degree and financial implications. Withdrawing may not be your only option. Feel free to contact the **University Advising Office or the Student Success Center** to discuss your situation.*

The university's 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 or emailed to Registrar's Office.

A. Withdrawal Timetable

- a) A student may withdraw from the University through **EKU Direct** by withdrawing completely from all classes before the 12th week of the semester (or the prorated equivalent for a class that is shorter than a full semester). Email registration@eku.edu, or call 859-622-2320 if you have questions or have a class that will not allow you to withdraw.
- b) **A student who cannot access EKU Direct may use this form instead.** Once a student has reduced their enrollment down to zero credit hours they are withdrawn from the University. **NO withdrawal fee** will be incurred for a complete withdrawal – however tuition costs may still apply.
- c) **Students may not officially withdraw from the University after the 12th week of a fall/spring semester.** See the Colonel's Compass online www.eku.edu/compass for partial-semester or summer withdrawal deadlines.
- d) Students with documented extenuating circumstances occurring after the 12th week should refer to the Registrar's website to learn how to petition for a retroactive withdrawal (<http://registrar.eku.edu/withdrawal-information>). Email: Registrar@eku.edu, or call 859-622-2320 if you have questions.

B. Submit Completed Form

- a) This completed document, with **original signature**, may be hand delivered to: Registrar's Office, Whitlock RM 239, EKU Richmond Campus; or emailed to registration@eku.edu (from the student's EKU email account) or mailed to EKU Registrar, 521 Lancaster Ave., Whitlock 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. Military Withdrawals: If leaving, at any time, because you receive military activation orders contact the Registrar's Office directly with a copy of your orders (registrar@eku.edu, 859-622-2320). A Military Withdrawal carries an automatic 100% tuition refund. Military withdrawals are not available to students who volunteer for service during an enrolled term.

STUDENT: Read carefully and then please 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 withdrawal will be confirmed by an email from the Registrar's Office sent to my EKU email account.

_____ I acknowledge that after the 4th week 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 for details regarding possible impact on my financial aid.

Student name _____ ID _____
(PRINT) (REQUIRED)

EKU student email _____ Current phone contact _____
(REQUIRED) (REQUIRED)

Student signature Date (withdrawal will be as of postmark or day received by Registrar's Office)

REG Office use only. Date

Staff initial

Banner data entry

Student emailed confirmation