



EASTERN KENTUCKY UNIVERSITY
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Office of the Registrar

University Non-Participant Form for 1st Time EKU Students

- This is a university withdraw form to be used by 1st time EKU students – not for continuing students.
- It is a declaration that you will **not attend EKU** and creates a state of official **withdrawal from the University - no class attendance has occurred or is intended.**
- **All current and future registration will be removed** and tuition charges reversed. Non-refundable fee charges cannot be reversed. **Any disbursed financial aid funds must be returned to the University.**
- Students who **decide to return to the University** may do so by simply applying for readmission to the University.
- If a student has attended any classes then the student falls under the guidelines of a regular university withdrawal. In such a situation the student is referred to the EKU catalog for details regarding withdraw policies.
- The **deadline** for use of this form is **one calendar year** from the beginning of the term specified below.

STUDENT DECLARATION OF EKU NON-PARTICIPATION

- **IMPORTANT NOTE: Non-Participant Status, once a university term has begun, is dependent upon instructor verification that the student has not attended any classes.**
- **Student should mail signed form to EKU Registrar’s Office, SSB CPO Box 58, Richmond KY 40475; OR -- Fax EKU Registrar’s Office: 859-622-8031.**

I _____ hereby declare that I have not, nor will I attend EKU
Print name

for the term _____ Please relay this information to all relevant
(write: Spring, or Fall, or Summer) Calendar Year
 EKU offices (*Admissions, Registration, Housing, Financial Aid, Meal Plan*). Please remove any course registration for the above term.

Please provide current contact information should there be any questions regarding this request.

Current mailing address: _____

City State ZIP

Current phone and email: _____
Phone email

Student EKU ID or Social Security Number

Student Signature REQUIRED Date

This form may NEVER be signed for the student by another individual.