

BATTEN UNIVERSITY
WITHDRAWAL NOTIFICATION FORM

PLEASE PRINT CLEARLY. All fields are required.

NAME: _____ STUDENT ID#: _____

HOME ADDRESS: _____
Street

City State Zip

I am currently a(n): _____ commuter student _____ residential student (dorm & room no. _____)
_____ EWP 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 _____ summer 20 _____ 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

INSTRUCTIONS: Please visit the following individuals, preferably in the order indicated, and have them sign this form.

A withdrawal is not complete until signed by the individuals below AND the form has been returned to the Office of the Registrar.

Exit Interviews to be Completed:

- | | | |
|--|------------|------------------------------|
| 1. Mr. Crit Muniz (Student Success) _____ | Date _____ | Clarke Hall |
| 2. Finance & Administration _____ | Date _____ | Batten Center |
| 3. Student Affairs _____ | Date _____ | Batten Center |
| 4. Office of Residence Life** _____ | Date _____ | Batten Center
(2nd Floor) |
| **Required only for those students who currently reside on campus. | | |
| 5. Financial Aid _____ | Date _____ | Godwin Hall |
| 6. Library _____ | Date _____ | Hofheimer
Library |

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 must follow policy, including notifying the Office of the Registrar. If a student fails to notify the Office of the Registrar, 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 University****

*****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 University for any reason.*****

OFFICE OF THE REGISTRAR USE ONLY

Registrar/Assistant Registrar Signature

Date

With Record (W or WF) _____

Without Record _____

Comments:

