

EVANGEL UNIVERSITY GRADUATE & PROFESSIONAL STUDIES WITHDRAWAL FORM

Graduate & Professional Studies Office Use:

_____ Date of Determination
 _____ Original to Records
 _____ GAPS Student File Copy
 _____ Copy to SFS Federal Grant Coordinator
 _____ Copy to SFS Billing Coordinator

A student is considered to have withdrawn when they do not complete all the remaining days in the semester (i.e. fall, spring, summer) that the student was scheduled to complete, regardless of whether or not they will return in the future.

Step One

Complete the following requested information:

Name _____ ID # _____

Home Address _____

Phone # _____ Academic Advisor: _____

Current Semester: Fall _____ Spring _____ Summer _____

List the course(s) you are withdrawing from:

Course Code & Number	Section Number	Course Title	Credit Hours	Number of Class Sessions Attended	Tuition Reimbursement Percentage

Are you planning to return to Evangel? _____ Yes _____ No

If "yes," when do you plan to return? _____

What is your primary reason for withdrawing from Evangel? (Check one.)

- _____ Discipline (Suspension or Dismissal) _____ Marriage
 _____ Employment _____ Poor health
 _____ Financial Difficulties _____ Transferring to another university
 _____ Advised to withdraw by: _____ _____ Other: _____

Step Two

Contact your advisor to discuss your reason for withdrawal.

Advisor Comments: _____

Step Three

A student who wishes to withdraw from school may assume certain financial obligations. Please read the following policy concerning refund calculations before submitting this form for processing.

All students at Evangel University who withdraw from the semester are subject to a refund policy. In addition to the institutional refund policy, students with federal financial aid are subject to the *Return of Title IV Funds* refund policy as dictated by federal regulations, revised October 29, 2010.

Institutional Refund Policy:
(i.e. tuition and fees, scholarships and discounts)

Students may be eligible to receive a refund on institutional costs according to the following schedule, provided that notification of intent to withdrawal from the semester is received by the Graduate & Professional Studies Office:

Module Courses (*courses that do not span the full semester*)

- On or before the first class session = 100% refund of tuition
- On or before the second class session = 75% refund of tuition
- On or before the third class session = 50% refund of tuition
- After the third class session = 0% refund of tuition

Semester-Long Courses

- On or before first day of classes = 100% tuition
- First full week of classes = 75% tuition
- Second full week of classes = 50% tuition
- Third full week of classes = 25% tuition
- After the fourth week of classes = 0%

Federal Financial Aid Refund Policy:
(i.e. federal grants and direct loans)

Title IV Federal aid is awarded to a student on the presumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive. Student Financial Services must recalculate a student's federal aid in order to determine the percentage of aid earned by the student and the percentage of aid to be returned to the federal program(s). The *Return of Title IV Funds* is calculated by a percentage based on the number of days completed, divided by the number of days the student was scheduled to complete **prior to ceasing attendance**. For more information, please refer to the Evangel University Catalog available online or contact Student Financial Services.

By initialing below, you acknowledge your understanding of:

_____ Tuition credit will be calculated per institutional policy according to the date I notified the Graduate & Professional Studies Office.
(initial)

_____ Title IV Federal Aid will be recalculated based on my last day of attendance/participation in class.
(initial)

_____ All library materials must be returned before leaving campus.
(initial)

_____ No official college transcript will be issued until all financial obligations with the university are met following the calculation of tuition refund and return of Title IV funds.
(initial)

I understand the above information in its entirety and understand the consequences of my decision to withdraw from this semester and accept the financial responsibility of any amount I may still owe on my account.

I further understand that if I qualify for a tuition refund or post-withdrawal disbursement, it will require 30 days to process.

Return this signed form to the Graduate & Professional Studies Office.

Student

Date

Signature, Academic Advisor

Date

Graduate & Professional Studies Office

Date

Please attach a copy of the student's schedule and attendance record.

To be completed by Student Financial Services:

$$\frac{\text{_____/_____/_____}}{\text{Student's Last Day of Attendance/Participation}} \div \frac{\text{[]}}{\text{Completed Days}} = \frac{\text{[]}}{\text{Total days in Student's semester}} = \text{_____._____%} \text{ Percentage of aid earned}$$

Perkins Loans ____ Yes ____ No

Federal Grants ____ Yes ____ No

Signature, SFS Grant & Compliance Coordinator

Date

Signature, SFS Loan Repayment Coordinator

Date