

STUDENT WITHDRAWAL

IMPORTANT - PLEASE READ!

Your withdrawal for the semester is not official until this form is complete and signed. We recommend that you notify your academic/major advisor of your withdrawal. **It is your responsibility to seek clearance from any office having an impact on your financial obligation to the University, including the offices of Student Accounts and Financial Aid.** Failure to do so could result in collection or legal action. Please be aware that charges and refunds are determined by the official date of withdrawal (*see chart published each semester*).

Name: _____ Banner ID: 000 _____

Telephone: _____ Email Address: _____

Permanent Mailing Address: _____

IF YOU CURRENTLY LIVE IN CAMPUS HOUSING, YOU MUST COMPLETE THE INTENT TO VACATE HOUSING FORM IN MYUMWAT: [Vacate Housing Form](#). DATE YOU WILL VACATE ON CAMPUS HOUSING: _____

I intend to (initial **one** choice):

_____ Cancel classes for the upcoming semester. This option is only used when classes have not yet begun.

_____ Withdraw from the current semester. I understand that I will be withdrawn from all classes in the current semester. All classes I am currently enrolled in for future semesters will NOT be cancelled.

_____ Separate from the University. I understand that I will be withdrawn from classes in the current semester, any classes I am currently enrolled in for future semesters will be cancelled, and my record will become inactive.

Effective with the (choose one) ____ Fall ____ Spring ____ Summer term of _____ (Year)

Do you plan to return to UMW? ____ Yes ____ No If so, when? Term: ____ Fall ____ Spring ____ Summer Year: ____

Please indicate the reason for withdrawal or separation from the university:

____ Financial ____ Medical ____ Military deployment ____ Family ____ Employment Obligations ____ Not Academically Prepared

____ Transfer to another institution (where) _____

(why) _____

Dissatisfaction with UMW (please explain) _____

Other (please specify) _____

I hereby withdraw or separate from the University of Mary Washington as requested above and understand, to the best of my ability, that this request is in accordance with university policies as detailed in the Academic Catalog. I understand that this does not relieve me of any financial obligation to the university.

Student Signature

Date



Office of Student Accounts
(540) 654-1250

I, _____, acknowledge that I may owe the University of Mary Washington additional money by submitting a withdrawal form to the UMW Registrar's Office the week of _____. I agree to contact the Office of Student Accounts within 5 business days of the date I sign this agreement to get an updated account balance. I will then either pay UMW directly with cash/check or make a one time payment with a credit card thru UMW's third party credit card processor within two weeks of this signed letter. In signing this I understand that the Office of Student Accounts is making an exception in my case, so that I can withdraw immediately.

If payment is not received by the Office of Student Accounts within this two week time span I understand that I will receive a late fee and a hold will be placed on my account preventing the completion of transcript requests and future enrollment at the University.

If payment continues to go unpaid I understand that the Office of Student Accounts will be forced to turn this matter over to a third party collection agency or the Office of the Attorney General in accordance with University and State policy. Accounts submitted to a third party collection agency are subject to collection fees and credit agency reporting. Additionally, accounts will be submitted to the Virginia Department of Taxation in order to obtain any refunds made payable to you from another Virginia State agency.

Student ID # _____

Signature _____

Date _____

Phone # _____

Important Information About Student Withdrawal

Unless you have separated from the University, you will remain active in our system for three consecutive fall and spring semesters. For example, a student withdrawing in the spring 2018 semester will remain active until fall 2019.

You will need to meet with your advisor before you can register for classes. It is advised that you contact your advisor in October (for spring registration) or March (for fall registration) of the semester prior to your return semester to avoid losing your advanced registration time.

If you return after 3 consecutive fall and spring semesters, you are no longer considered to be in a degree seeking program, and must contact the Admissions office (540-654-2000) to be readmitted.

Withdrawing from the university may impact your current and/or future financial aid. Please make sure to contact the Financial Aid Office (540-654-2468) if you have any kind of financial aid.

Contact Student Accounts at 540-654-1250 or umwbills@umw.edu to verify any outstanding charges. Withdrawing from the university does not relieve you of your financial obligation.

Students may request a refund of Eagle One balances for amounts over \$10. Find the form and further information at the [EagleOne Card Website](#).

Return any outstanding library materials. Please contact the library at 540-654-1125 if you have any questions.

If you are living in on campus housing, you must submit an Intent to Vacate form to Residence Life (540-654-1058). It can be found in MyUMW. More information can be found here: [Intent To Vacate](#).