

▶ COMPLETE WITHDRAWAL FROM THE UNIVERSITY ◀

- I am withdrawing from the current term. I have attended classes this term.  
NOTE: If done by withdrawal deadline: "W" grade. After deadline: "F" grade.
- I am withdrawing, effective at the END of the current term.
- I am withdrawing, effective BEFORE the start of the current (or next) term.  
I haven't attended (won't attend) this term. Last term completed (*indicate term & year*):  
 Fall \_\_\_\_  Winter \_\_\_\_  Spring \_\_\_\_  Summer Session \_\_\_\_
- I plan to return \_\_\_\_\_ semester, 20\_\_\_\_.  I am not planning to return.  
NOTE: To find out if you will have to file a Return to Active Status application through the Office of Admissions, see the back of this form.

REGISTRAR'S OFFICE USE ONLY

Notification Date: \_\_\_\_\_  e-mail

Form issued by: \_\_\_\_\_

NOTE: If you are withdrawing from the current term, this will be your effective withdrawal date used by Student Accounts and Financial Aid.

I live in campus housing:  Yes  No

Reason for Withdrawal/Non-enrollment: **Only Check One**

- Family  Financial  Medical  Military  Pacific Not For Me  Personal  Transferring  Decline to State

▶ RECOMMENDED ◀

Circle all that apply to you and contact the appropriate office to find out how withdrawing from school might affect you.

- Yes/No - Pacific student account (*Student Accounts/Business Office*)
- Yes/No - Graduate Student (*Office of Graduate Studies*)
- Yes/No - Receiving financial aid and/or scholarships (*Office of Financial Aid*)
- Yes/No - Housing (*Housing and Greek Life*)
- Yes/No - International student with F-1 or J-1 visa (*Int'l Programs & Services*)
- Yes/No - Veteran (*Office of the Registrar*)
- Yes/No - On academic probation (*Dean of Students of your School or College*)

▶ STUDENT INFORMATION ◀

Print clearly in **ink**, obtain all required signatures, and submit your **completed** form to the Office of the Registrar.

NOTE: If this is for withdrawal from a past semester, you must also petition the Academic Regulations Committee or Grading & Advancement Committee (Law). (*Obtain form from Office of the Registrar.*)

University ID: \_\_\_\_\_ Pacific e-mail: \_\_\_\_\_@u.pacific.edu

Legal Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
*Last First Middle Initial*

College/School: \_\_\_\_\_ Major/Program: \_\_\_\_\_ Advisor: \_\_\_\_\_

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▶ SIGNATURES ◀

Student Academic Support Services (*required*): X \_\_\_\_\_ Date: \_\_\_\_\_

Advisor or Designee (*required*): X \_\_\_\_\_ Date: \_\_\_\_\_

Advisor or Designee (*required*): X \_\_\_\_\_ Date: \_\_\_\_\_

My signature below indicates that I understand the University withdrawal policy and that my addresses on file with the Office of the Registrar are current. (*If necessary, update your address with the Office of the Registrar.*)

Student (*required*): X \_\_\_\_\_ Date: \_\_\_\_\_

▶ Return completed form **within 10 days** to the Office of the Registrar. Your withdrawal will not be processed if you do not return this form. ◀

REGISTRAR'S OFFICE USE ONLY

Processed by \_\_\_\_\_ Date \_\_\_\_\_

## **FINANCE CENTER**

The following refund schedule pertains only to tuition charges and is applicable to a student who officially withdraws from a semester in which they are enrolled. Please refer to the 'Term Calendars' available on the Office of the Registrar's web page under 'Registration Information' or contact Student Accounts for specific dates.

- Withdrawal before classes begin – No charge.
- During the Add period – \$100 - \$200 charge may apply.
- From end of Add period through 50% of calendar days – See 'Term Calendars' (above) for details.
- After 50% of calendar days – No refund.

Note: Housing and meal plan charges are refunded on a daily-prorated basis as determined by the Office of Housing. Refunds are based upon per diem charges and actual approved check out date.

## **OFFICE OF FINANCIAL AID**

When a financial aid recipient withdraws during a semester, the student's financial aid award is adjusted according to federal and state regulations and University policy. A student who has received a refund from Student Accounts may be required to pay back any monies that must be returned due to these regulations.

## **OFFICE OF THE REGISTRAR**

When withdrawal is processed, the student's courses are removed for any subsequent terms for which the student has pre-registered.

If you have been out for only one semester during the academic year and you plan on returning to Pacific within the year you must see your advisor or Dean of Students before you register.

If you have taken courses at another institution your transcripts must be submitted to the Office of Admission at Pacific.

## **OFFICE OF ADMISSIONS**

University policy allows you to sit out one full semester without losing your continuing active status.

After two or more consecutive semesters of non-enrollment, you must file an application through the Office of Admissions and be approved to return to active status before you can register for classes.

Use the chart below to determine whether you will need to file a **Return to Active Status** application. (*See the University Academic Calendar for dates.*)

### **If you are withdrawing DURING A TERM and**

| <b>The Notification Date on your withdrawal form is:</b>               | <b>Your last term to register without applying for Return to Active Status is:</b> |
|--|--|
| During FALL Drop period ( <i>no W's on transcript</i> ) . . . . .      | SPRING   |
| During FALL Withdrawal period ( <i>W's on transcript</i> ) . . . . .   | FALL of the next academic year   |
| During SPRING Drop period ( <i>no W's on transcript</i> ) . . . . .    | FALL of the next academic year   |
| During SPRING Withdrawal period ( <i>W's on transcript</i> ) . . . . . | SPRING of the next academic year   |

### **If you are withdrawing, effective BEFORE OR AFTER A TERM and**

| <b>Your last term completed was/will be:</b>  | <b>Your last term to register without applying for Return to Active Status is:</b> |
|---|--|
| End of FALL semester . . . . .                | FALL of the next academic year   |
| End of SPRING semester . . . . .              | SPRING of the next academic year   |
| End of SUMMER SESSION I, II, or III . . . . . | SPRING of the next academic year   |

The deadline for submitting the Return to Active Status application is **July 1** for the fall semester and **December 1** for the spring semester. In an effort to expedite the review process and be eligible for registration prior to classes beginning, it is recommended that the application be received in the Office of Admission at least four weeks before the start of the returning term. You must request that all transcripts from other institutions attended be sent to Pacific. Your file will not be processed without this documentation.

All applications are subject to review by the Office of Admission, Student Life, and Advisors and Deans of the appropriate school or college. Notification of an offer to re-enroll is sent by mail to the mailing address indicated on the application.