



Seattle Pacific University

Student Academic Services
3307 Third Avenue West Suite 113
Seattle, WA 98119-1997
(206) 281-2031 FAX (206) 281-2669

Withdrawal Form

STEP I: STUDENT INFORMATION *(All information is required)*

Quarter/Year: _____ SPU ID: _____ - _____ - _____

Last Name: _____ First: _____ Middle: _____ Former: _____

Email Address: _____ Phone Number: Day () _____ - _____ Evening () _____ - _____

Intended Graduation Date: _____ Major(s): _____ Advisor: _____

Citizenship: US Citizen Resident Alien Non-Citizen (country) _____

*****International Students studying on an F-1 visa are required to remain enrolled in at least 12 undergraduate credits or 6 graduate credits to remain in status with the U.S. government.**

STEP II: COURSE(S) TO DROP

CRN	Subject Code	Course Number	Course Title	Credits /Units	Instructor

STEP III: RATIONALE

Why are you withdrawing from these course(s)? _____

STEP IV: SIGNATURES *(Required)*

After the 5th day of the quarter, undergraduate and post-baccalaureate students are required to gain approval to drop courses, or to withdraw completely from the university. Students are required to obtain the signatures below in order to withdraw.

Student* _____ Date: _____

**I have read and agreed to the contractual, financial and advising statements as printed on the reverse of this form*

Instructor(s) _____ Date: _____

Course: _____ Date last attended: _____

Instructor(s) _____ Date: _____

Course: _____ Date last attended: _____

Instructor(s) _____ Date: _____

Course: _____ Date last attended: _____

CONTRACTUAL STATEMENT

I understand and agree that when I submit my registration, I have obligated myself to pay for the courses and all other charges related to the registration. If I default, I agree to pay all costs and expenses incurred by the University in the collection of any sums due under the registration, including but not limited to reasonable attorney's fees, collection costs and court costs. If these registration fees are sent out for collection by an outside collection agency or debt collector, the University may add a collection fee of at least one-third and as much as double the principal and interest due on the note and may disclose my default and other relevant information to credit bureau organizations. This note shall be governed by the laws of the state of Washington.

PLEASE NOTE: There is an additional tuition charge for each additional credit hour over 18 (excluding Summer). (If you are enrolling in free 19th credits, this charge is waived).

If I decide to cancel my registration, I must do so through the options available (i.e. in writing to Student Academic Services or via the World Wide Web). As specified in the *Undergraduate Catalog or Graduate Catalog*, I understand that the date I officially withdraw will determine the amount of refund, if any, I will receive.

I understand SPU policy states that admitted undergraduate and post-baccalaureate students may take no more than 18 credits per quarter; admitted graduate students may take no more than 15 credits per quarter; and that non-admitted students may take no more than 20 credits per quarter. I also understand that these include all credits taken at other institutions, and that any credits taken in excess of these limits will be disallowed.

I understand SPU's academic and graduation requirements as they apply to me, and I assume responsibility for the selection of the course(s) for which I may register.

Policies and other matters are covered in detail in the *Undergraduate Catalog or Graduate Catalog*, which is available free of charge from Admissions (206) 281-2021 or from your graduate program.

FINANCIAL STATEMENT

I understand and agree that if I withdraw after the fifth day of the quarter I will owe Seattle Pacific University according to the refund schedule as outlined in the *Undergraduate Catalog* and online at the Student Financial Services website www.spu.edu/depts/sfs/. Note summer term and study tours follow different refund schedules.

I understand and agree that if I am a financial aid recipient, to remain eligible for financial assistance I am expected to complete my degree within a specified period of time, maintain a minimum GPA and complete a minimum number of credits each academic term. I understand that by withdrawing from one or more of my classes I may fall into unsatisfactory progress (as outlined in the *Undergraduate Catalog* and Conditions of Award statement for Washington State Need Grant recipients) and that this status may negatively impact my future eligibility for student aid.

In addition, I understand that if I completely withdraw from all of my classes a portion of financial aid may be returned to the appropriate agencies and I may have an owing student account balance for which I am responsible. If I received student loans while attending SPU, I understand that I am required to complete exit loan counseling and I may be required to enter loan repayment. See the *Undergraduate Catalog* for more information on complete withdrawals.

I understand that an outstanding student account balance will prohibit the release of official academic transcripts and bar my opportunity to enroll for future quarters at SPU. I understand that if I completely withdraw and do not re-enroll in the specified time period outlined in the *Undergraduate Catalog* I may need to be re-admitted to the University before I am eligible to receive financial aid for future terms.

ADVISING STATEMENT

I understand and agree that the decisions made in dropping and/or withdrawing may impact my path towards graduation. I understand that it is advisable for me to consult with my faculty advisor before making these changes to understand how this will impact my progress towards my degree.