



Seattle Pacific University

Student Academic Services

Withdrawing from the University

This application is required for those students who *will not* be returning to SPU. Students planning to return to the university should complete the "Application for Non-Study Leave of Absence." If you are in the first two weeks of your 1st quarter at SPU, you will not need to complete this form and should instead contact the Office of Undergraduate Admissions to cancel your admission status. Please contact them at 206-281-2021 or visit them in Demaray Hall 120.

We understand that at times circumstances or opportunities may arise where you need to stop attending SPU. Completion of this form will help key offices such as Student Financial Services, Student Life, and Student Academic Services plan for your departure.

PERSONAL INFORMATION

Name: _____ SPU ID #: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Class Standing: _____ Today's Date: _____

Quarter You Are Leaving SPU: _____

Reason for Planned Departure (i.e. transferring, work opportunity, health, financial, etc):

What are your plans after you leave SPU?

COURSES TO WITHDRAW (if applicable)

CRN	Subject Code	Course Number	Course Title	Credits /Units	Instructor

OR, initial here if you've already withdrawn from classes _____

I understand my leave may cause financial implications, including entering repayment on my loans, loss of scholarship/financial aid eligibility, and other changes as applicable. I have spoken with Student Financial Services.
 For students living on campus, I have notified Housing of my leave.

REQUIRED SIGNATURE: _____

Please return completed form to Student Academic Services, Demaray Hall 151, Suite 113.

Office Use Only:	Entered in Comments	Withdrawn from Classes (if applicable)	Initial _____
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Complete Withdrawal Policy

We understand that students may need to take a leave of absence from the University for financial reasons, or for personal considerations such as illness within families, medical reasons, or special educational opportunities not available at Seattle Pacific University. Even so, students may still return to the University. These students do not apply for readmission to SPU if they take a leave of fewer than nine quarters. Instead, they can contact the registration office to return. However, if students are away longer than nine quarters, then students will be expected to re-apply to SPU. The student will be responsible to complete the same degree requirements as expected upon his or her first quarter of matriculation at the University. An associate degree completed during a leave of absence of fewer than nine quarters will not be recognized by the University.

Student Financial Services- Important Information on Withdrawing

If you decide to withdraw from Seattle Pacific University an official complete withdrawal must be processed. This may be handled by filing the Complete Withdrawal form in Student Academic Services or using the Banner Information System. If you plan to withdraw from University housing or meal plans (i.e., cancel your room and meal plan contract), proper notification must be provided to University Services.

If you do not provide proper written notification to the University or use the Banner Information System, any and all financial obligations will remain binding, regardless of whether classes were attended or whether or not any of the contracted services were utilized. If you provide proper withdrawal notification to the University financial obligations may remain, see below.

Student Academic Services policies and procedures for withdrawal are available in the Academic Policies and Procedures, Withdrawals section of the University Catalogs, in addition, please review the Costs and Financial Aid, Refunds and Account Adjustments section of the University Catalogs at www.spu.edu.

Withdrawal may have a financial impact. You must contact University Services for information regarding Housing and Meal Charges. You must contact Safety and Security for information regarding Parking Charges.

- The date you withdraw determines your eligibility for any refund.
- Dropping courses may affect your current and continued eligibility for financial aid.
- Dropping to less than half-time status will remove Stafford, Perkins, Nursing, and SPU Institutional loans from deferred status; loan exit paperwork may be required.
- The date you drop to less than half-time status will establish the grace period and/or repayment start date for your loans.
- If you enroll at half-time or greater for a future term please contact your lender or loan service provider to discuss eligibility for in-school deferment.
- If you are granted in-school deferment before your grace period expires, you will receive the entire grace period when you graduate or drop to less than half-time enrollment.