

INSTRUCTIONS

1. Complete the student information section. Response to your request will be made through the email address provided.
2. Complete the term information including your last date of class attendance.
3. Write and attach a short personal statement to explain:
 - a. the extenuating circumstance;
 - b. your specific refund request (full, 50%, etc).
 - c. how this will appear on your academic record (W grades, no record, etc.)
4. Attach documentation of the extenuating circumstance, any medical care, and/or hospitalization.
5. If you have received financial aid, meet with a financial aid counselor to discuss the implications of this request.
6. If you are a Veteran, please meet with a Veteran’s Adviser to discuss the implications of this request.
7. Return this completed form and all associated attachments to the Registrar’s Office. The deadline for submission is the final day of instruction for the semester in question.

Office Stamp

CHECKLIST

- Personal statement attached
- Medical documentation attached
- Other documentation attached
- I have met with the appropriate Financial Aid Adviser
- I have met with the appropriate Veteran’s Adviser

STUDENT INFORMATION:

Name: _____ T-Number: _____
Last *First* *MI* *(or SSN if you do not know your Student ID#)*

Address: _____ Phone: _____
 _____ Email: _____

Student Signature: _____ Date: _____

TERM INFORMATION

Semester Fall Spring Summer Maymester Year: _____

Last date you attended class this semester: _____

QUESTIONS

Are you seeking a medical withdrawal at the recommendation of a health care professional? Yes No
 - Please provide documentation

Have you been hospitalized this semester as a result of this condition? Yes No
 - Please provide documentation

Were you aware of, or have been treated for, this condition prior to this semester? Yes No

Have you previously petitioned for an Emergency Withdrawal? Yes No

Are you requesting a refund? Yes No
 - Please specify the amount of refund you are seeking in your personal statement (Full, 50%, etc.)

Do you live on campus? Yes No

Do you have a meal plan? Yes No

Did you receive Veteran's benefits this semester? Yes No

If YES:

- I have met with a Veterans Adviser and understand that, based on the my request, I may be required to return some or all of the funds I have received this semester
- I met with the following Veterans Adviser: Yes No

Veterans Adviser Signature: _____ Date: _____

Did you receive Federal Financial Aid or a scholarship this semester? Yes No

If YES:

- I have met with a Financial Aid Counselor and understand that, based on the my request, I may be required to return some or all of the funds I have received this semester
- I met with the following Financial Aid Counselor: Yes No

Financial Aid Counselor Signature: _____ Date: _____

Withdrawal from the University

Students are permitted to completely withdraw from the University any time prior to the start of the week of final exams. A student withdrawing after the fourteenth calendar day of the semester will have a "W" recorded for each course for which he/she is registered. To withdraw from the University the student must complete the online university withdrawal process. Please contact the Registrar's Office at 435-586-7715 with any questions regarding this process.

The university recognizes that in certain circumstances a health issue may so significantly impact a student's academic work that an Emergency Withdrawal for the term is needed. The student must complete this Emergency Withdrawal Petition, provide written evidence from a physician and a personal explanation to the Registrar. This must be completed in a timely manner and in no case later than the last day of class in any given term. If granted, normal withdrawal grading policies will be followed.

Important Information Concerning Withdrawals for Students Receiving Financial Aid and Veteran's Benefits

Students who withdraw from the University need to be aware of a federal law impacting financial aid and Veteran's Benefit eligibility. Complete withdrawals may result in a financial obligation by the student to return the unearned portion of any aid disbursed. The student may have to repay Southern Utah University and/or the U.S. Department of Education or Office of Veteran's Affairs for the unearned aid which had applied toward tuition and fee charges. A repayment may also be required for unearned aid disbursed directly to the student. Students considering withdrawal from the university are strongly encouraged to discuss the potential financial consequences with Financial Aid & Scholarships or Veterans Center advisers.

~ SUU Online Catalog