

Student Exit Procedure Form



4150 Administration Drive, Berrien Springs, MI 49104-0800
Phone: 269-471-3375 **Fax:** 269-471-6001
 8/2012

Instructions & Information

- ▶ This form is for students withdrawing from **ALL classes for one or more semesters**. Complete steps below in order, with **ALL required signatures**.
- ▶ Your student status will be **inactivated**. If you plan on returning, contact Undergraduate Admissions (269-471-6343) or Graduate Admissions (269-471-6321).

Student's Name: _____ Andrews ID: _____
First Last

Forwarding Address: _____
Street Address City State Zip Code COUNTRY

Email: _____ Phone Number: _____

Freshman Sophomore Junior Senior Graduate Are you currently registered for future semesters? Yes No

Details for Withdrawal

Reason: Academic Financial Illness Involuntary Personal Transferring Other

Please comment on your experience at Andrews: _____
(Use back or attach if needed)

All Signatures Required

1. **Student** I have checked with my instructors and understand that I cannot complete any of my classes. I am withdrawing from all courses below.

 Student's Signature Date

2. **Advisor**

 Advisor's Signature Date

3. **Academic Dean's Office**

 Dean's Signature Date
Deans: If different from standard refund schedule, please attach supporting documents.

CRN	Course Acronyms and Numbers	Sec. No.	COURSE TITLE: TOPIC OF STUDY	Credits	Last Day Attended

4. **Student Life**

 Student Life Signature Date

5. **International Student Services** (As applicable)

 International Student Services Signature Date

6. **Dining Services** (Deactivate ID card)

 Dining Services Signature Date

7. **Student Financial Services**

 Student Financial Services Signature Date

8. **Academic Records**

 Academic Records Signature Date

FALL & SPRING TUITION REFUND SCHEDULE:		SUMMER TUITION REFUND SCHEDULE:	
100% — 1 st –10 th Calendar day	40% — 18 th –24 th Calendar day	100% — 1 st –3 rd Calendar day	
70% — 11 th –17 th Calendar day	0% — 25 th –Last day of semester	50% — 4 th –10 th Calendar day	