

# 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

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