

TERM WITHDRAWAL REQUEST

Use this form only for removal from ALL COURSES within a term.

Part 1: Completed by Student

Date Initiated: _____ ID#: _____ Phone number: _____

Last name: _____ First name: _____ Middle: _____

Local Address or Residence Hall Room: _____

Permanent Mailing Address: _____
Street City State Zip

Are you:

An International Student: _____ If receiving a refund: _____ Apply to a future semester. (Specify term: _____)

A Financial Aid recipient: _____ Apply to credit card used in online payment

A Student Athlete: _____ *(mandatory if credit card used for online payment)*

Utilizing VA benefits: _____

Reason for Withdrawal: _____

I hereby request that I be withdrawn from Texas Woman's University for the current semester/term subject to all regulations pertinent to withdrawal and refunds and affirm that all above information is correct. I understand that subsequent registration or re-admission must be in accordance with the University's regulations in effect at the time. I understand that all my financial obligations to the University must be paid before I may register again or receive copies of my academic records. If I am eligible for any refund, I am aware that it will be computed as of the effective date of this action and may be reduced by any debt I currently owe the University or my failure to complete the withdrawal process. I understand that I am responsible for obtaining the instructors' signatures, and that the withdrawal grades must be assigned by the instructors at that time. By my signature below, I acknowledge that I have read and fully understand the information on the Withdrawal Form.

Student's Signature: _____ Date: _____

Form must be turned in to the Office of Student Life. studentlife1@twu.edu

*If electronically signed, this form **must** be submitted from your TWU e-mail account.*

For questions, please contact the Office of Student Life. Phone: 940-898-3615, Fax: 940-898-3629

Part 2: Completed by the Vice President of Student Life

The student listed above has been withdrawn from the _____ term with an official withdrawal date of _____.

Comments: _____

 Vice President for Student Life Date