

Texas Woman's University  
**TERM WITHDRAWAL FORM**

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

|                 |
|-----------------|
| YEAR: _____     |
| SEMESTER: _____ |

**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:**

International Student \_\_\_\_\_

A Financial Aid recipient \_\_\_\_\_

A Student Athlete \_\_\_\_\_

Utilizing VA benefits \_\_\_\_\_

If receiving a refund:  apply to a future semester (specify term)  
 apply to credit card used in online payment  
*(mandatory if credit card used for online payment)*

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I hereby request that I be withdrawn from Texas Woman's University for the current semester/term subject to all regulations pertinent to withdrawal and refunds and affirm that all above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.*

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

**Part 2: After academic penalty date for term, this section must be completed.** See online academic calendar for census dates.

**REQUIRED:** Instructor's signature & assigned grade of W or WF after no penalty period. Failure to obtain both will result in an automatic WF.

| DEPT | COURSE | SEC | DESCRIPTION | INSTRUCTOR SIGNATURE | DATE | W | WF |
|------|--------|-----|-------------|----------------------|------|---|----|
|      |        |     |             |                      |      |   |    |
|      |        |     |             |                      |      |   |    |
|      |        |     |             |                      |      |   |    |
|      |        |     |             |                      |      |   |    |

**Part 3: Completed by the Vice President of Student Life**

The student listed above, enrolled in the College of \_\_\_\_\_ has been withdrawn from Texas Woman's University. Official Withdrawal Date: \_\_\_\_\_ Semester: \_\_\_\_\_ 20 \_\_\_\_\_.

Comments: \_\_\_\_\_

\_\_\_\_\_  
Vice President for Student Life

\_\_\_\_\_  
Date