

# WITHDRAWAL/HIATUS FORM

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Academic Level: DC GR UG Program of Study \_\_\_\_\_ Telephone # \_\_\_\_\_

Do you live in University housing (Commons or LVR)? Yes No

**This form will not be processed until all sections are complete and all signatures are obtained.**

## STEP 1: SELECT LENGTH OF TIME & PLANS FOR RETURN.

Remainder of Quarter      1 Quarter      2 Quarters      3 Quarters or More

Do Not Plan to Return

Beginning Term/Year:  Summer  Fall  Winter  Spring Year \_\_\_\_\_

Reason(s) for Leaving:  Academic  Administrative  Change of Career  Financial  Military Deployment

Medical  Other  Personal

Briefly Describe Reason \_\_\_\_\_

## STEP 2: STUDENT MUST MEET WITH DEAN/ASSOCIATE DEAN/ASSISTANT DEAN FOR ACADEMIC ATTENDANCE DATE.

**DC Students:** Go to the Dean's Office in the Center for Chiropractic Education (CCE) Building.

**GR/UG Students:** Go to the Dean's Office for the Center for Graduate and Undergraduate Studies in the SHS Building.

This section must be completed **prior** to going to the Student Advocacy Center to meet with Financial Aid, Registrar, Student Accounts, and Housing and Residence Life.

### To be completed by the Dean:

Last day of academic attendance determined by **attendance records:** \_\_\_\_\_

I, \_\_\_\_\_, have determined the date above by the academic attendance records provided by faculty.

Dean/Associate Dean/Assistant Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

## STEP 3: STUDENT MUST GO TO STUDENT ADVOCACY CENTER TO MEET WITH FINANCIAL AID, REGISTRAR, STUDENT ACCOUNTS, AND HOUSING RES LIFE.

Representatives from each department will speak with the student to complete Step 4 of the withdrawal process.

Financial Aid Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_

Registrar Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Account Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Housing and Res Life Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

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## STEP 4: STUDENT ACKNOWLEDGEMENTS.

**I am leaving for the remainder of quarter, 1 quarter, or 2 quarters from Life University with the understanding of the following:**

- If I am withdrawing from the remainder of the quarter, I agree to the last date of academic attendance indicated in Step 2 by the Dean.
- If I live in University housing, I must complete a Housing Cancellation Request and there may be housing costs due to my withdrawal.
- If I live in University housing, I cannot remain in housing or re-enroll for a period of 3 quarters from the date of my withdrawal.
- If I was charged a required Meal Plan I will no longer have access to my Meal Plan or eBucks.
- My Financial Aid Satisfactory Academic Progress (SAP) status may be affected with this request.
- I will be notified in writing of any financial aid return within 30 days.
- If I have borrowed federal loans at LU, I am required to complete Loan Exit Counseling at [www.StudentLoans.gov](http://www.StudentLoans.gov).
- I will be notified of any balance owed to LU within 30 days. If my balance is not paid, I will be unable to obtain my transcript, diploma, reactivate my program and will be sent to collections.
- When I return I must complete a reactivation form, found online at <https://www.life.edu/academic-pages/registrar/forms>.
- I will need to contact my Financial Aid Counselor and complete any requirements (if applicable).
- I will need to verify my bank account information in EagleNet to receive refunds.
- I may need to meet with my University Academic Advisor.
- If I have any registration holds on my account, it is my responsibility to resolve that hold prior to my return.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**OR**

**I am leaving for 3 quarters or Permanently Withdrawing from Life University with the understanding of the following:**

- I am withdrawing from all of my courses and agree to the last date of academic attendance indicated in Step 2 by the Dean.
- My course registration for all future quarters will be cancelled.
- My Financial Aid Satisfactory Academic Progress (SAP) status may be affected with this request.
- I will be notified in writing of any financial aid return within 30 days.
- If I have borrowed federal loans at LU, I am required to complete Loan Exit Counseling at [www.StudentLoans.gov](http://www.StudentLoans.gov).
- If I was charged for a required Meal Plan, I will no longer have access to my Meal Plan or eBucks.
- If I live in University housing, I must complete a Housing Cancellation Request and there may be housing costs due to my withdrawal.
- If I live in University housing, I cannot remain in housing or re-enroll at LU for a period of three quarters from the date of my withdrawal.
- I will be notified of any balance owed to LU within 30 days. If my balance is not paid, I will be unable to obtain my transcript, diploma, be re-accepted for admission and will be sent to collections.
- If I return, I must reapply for admission through the Office of Enrollment and resolve any registration holds on my account.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**For Office Use Only:**

Process Date \_\_\_\_\_ Registrar Office Representative \_\_\_\_\_