

WITHDRAWAL FROM ELMHURST UNIVERSITY

Complete and return to the *Office of Registration & Records, Goebel Hall 104*



Office of Registration and Records
190 Prospect Avenue
Elmhurst, IL 60126
Phone: (630)617-3250
Email: regrec@elmhurst.edu

Name _____ eNumber _____
Last First

Current Mailing Address _____
Street City State Zip

Cell Phone _____ Campus Housing: Yes ___ No ___
(If Yes, you must notify Res Life)

Session: UG Traditional ___ UG Adult ___ UGSP ___ Graduate ___ Advisor _____

Please refer to the University catalog for refund policies and readmission procedures upon withdrawal from the University.

I am a **new student** withdrawing prior to the 10th day of the current term _____

Student Signature _____ Date _____

I am withdrawing from Elmhurst University effective _____ Immediately

_____ At the end of the Current Term

I last attended class on ____/____/_____
Month Day Year

Reason for withdrawal: (Please mark all reasons which are applicable)

- | | | |
|----------------------|------------------|---|
| Academic Reasons ___ | Medical ___ | Personal ___ |
| Family Related ___ | Military ___ | Transferring to another institution ___ |
| Financial ___ | Work related ___ | Other ___ |

I hereby acknowledge that the information I have provided is accurate. My signature below authorizes University officials to verify necessary information in my educational record. I have read and understand the Withdrawal policy located on the reverse side of this form.

Student Signature _____ Date _____

The following signatures are required before withdrawal from the University is complete:

Undergrad/Graduate: Student Financial Services _____ Date _____

Undergrad Only: Office of Advising _____ Date _____

Undergrad/Graduate: Registration and Records _____ Date _____

Graduate Only: Program Director/Advisor _____ Date _____

Office Use Only:

___ RGN ___ SPRO ___ Excel ___ Advising ___ SFS ___ Classes Dropped

ELMHURST UNIVERSITY WITHDRAWAL POLICIES

A student who does not register for courses for a Fall/Spring term is considered withdrawn from the University, and must apply for readmission through the Office of Admission or the Graduate Office of Admission. A student who withdraws from courses during a Fall/Spring term, and who neither registers for the next Fall/Spring term nor requests a leave of absence is likewise considered withdrawn from the University and must apply for readmission through the Office of Admission or the Graduate Office of Admission.

Prior to withdrawing, an **Undergraduate** student should consult with the Office of Advising to discuss options. A **Graduate** student is required to meet with her/his Program Director/Advisor. If an undergraduate student decides to withdraw from the University, she/he must have approval from the Office of Advising. A graduate student must have approval from her/his Program Director/Advisor. After the withdrawal is approved, undergraduate and graduate students must obtain signatures from the Offices of Registration and Records and Student Financial Services.

Note: The Student is responsible for withdrawing from all courses for which she/he is registered.