



P.O. Box 730
 Kutztown, PA 19530
 Phone: 610.683.4485
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WITHDRAWAL / LEAVE OF ABSENCE FROM THE UNIVERSITY

STUDENT ID #		NAME	
ADDRESS			APT. #
CITY		STATE	ZIP
HOME PHONE		E-MAIL	
MAJOR(S)			CREDITS THIS SEMESTER
STATUS	<input type="checkbox"/> UNDERGRADUATE	<input type="checkbox"/> GRADUATE	SEMESTER

Undergraduate students must secure signatures from the offices listed below in the order presented before their withdrawal will be considered complete. **Graduate Students** must only secure the Registrar's signature unless living in the residence halls. **The date this form is submitted to and signed by the Registrar is the official date of withdrawal from the University.**

1. Are you requesting a **permanent withdrawal** from the University? Yes No
 If Yes, effective what date : ____ / ____ / ____
2. If you are an **undergraduate student**, are you requesting a **leave of absence**? Yes No
 for which semester: Fall 20 ____ Spring 20 ____
3. Are you requesting a backdated withdrawal for medical or psychological reasons? Yes No
 Counseling services are available through the University Counseling Center in Beck Hall.
4. Did you request housing for the next semester? Yes No
 This form cancels your housing for next semester as indicated. If you reside in a hall, all personal items must be removed before the residence halls by date of withdrawal.
5. Did you select courses for next semester? Yes No
6. What is your reason for withdrawing (check one below)

<input type="checkbox"/> Housing Concerns (02) <input type="checkbox"/> Personal Problems (10) <input type="checkbox"/> Relocating (19) <input type="checkbox"/> Disliked College (12) <input type="checkbox"/> Academic Problems (08) <input type="checkbox"/> Lack of Academic Progress (24) <input type="checkbox"/> Permanently Disabled (28) <input type="checkbox"/> Too Busy to Give School Adequate Time (23) <input type="checkbox"/> No Reason Given (05) <input type="checkbox"/> Not Eligible for Financial Aid Because of Academic Problems (22) <input type="checkbox"/> Courses Not Available/Not Offered At times I Need Them (16) <input type="checkbox"/> Completed All Requirements for Certification (17) <input type="checkbox"/> Dissatisfied with Kutztown University (Please Explain) (26) <input type="checkbox"/> Foreign Aid Service of Federal Government (30) <input type="checkbox"/> Want To Go To School Closer to Home (20)	<input type="checkbox"/> Temporarily Leaving College (04) <input type="checkbox"/> Health Concerns (13) <input type="checkbox"/> Armed Forces (29) <input type="checkbox"/> Change of Career Plans (21) <input type="checkbox"/> Financial Reasons (14) <input type="checkbox"/> Job Conflict (07) <input type="checkbox"/> Lack of Motivation (25) <input type="checkbox"/> Child Care Problems (27) <input type="checkbox"/> Official Church Mission (31) <input type="checkbox"/> College Transfer (09) I plan on attending: _____ <input type="checkbox"/> Other reason: _____ _____ _____
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7. Are you receiving VA benefits? Yes No
8. Do you have Financial Aid such as Student Loans and/or Grants? Yes No
 We strongly encourage you to speak with Financial Aid regarding any implications surrounding your withdrawal from the University.
9. Did you receive a National Direct Student Loan/Perkins Loan **at any time** while attending Kutztown University? Yes No
 If yes, you **MUST** secure the proper signature from the Bursars' Office, Room 225 in the Stratton Administration Center.

Signature _____ Date _____

UNDERGRADUATES MUST SECURE SIGNATURES FROM THE FOLLOWING OFFICES

1. **Registrar**, Room 115, Stratton Administration Center. Signature _____ Date _____
2. **Housing and Residence Life**, Room 106, Old Main Signature _____ Date _____
 Signature required only if you live in a residence hall. You must officially check out and turn in your keys within 48 hours after receiving the signature of the representative of the Housing and Residence Life Office. If applicable, indicate your hall and room number. Any refund of housing fees are based on official check out date.
3. Are you enrolled in Student Teaching for this semester? Yes No
 If yes, you must secure the signature of the Coordinator of Student Teaching Signature _____ Date _____

Student Signature _____ Date _____

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Operator's Initials _____	Date _____



Withdrawal from Institution - PHEAA State Grant Recipient

A student must provide official notification of his or her intent to withdraw from the university in accordance with the university's withdrawal policy. When a student withdraws, the student may no longer be eligible for the full amount of PHEAA State Grant funds the student was originally scheduled to receive. State Grant recipients, who withdraw from the university, must have their State Grant re-evaluated based on the institution's refund policy. See WITHDRAWAL FROM INSTITUTION.

Withdrawal from Institution - Federal Aid Recipients

A student must provide official notification of his or her intent to withdraw from the university in accordance with the university's withdrawal policy. When a student withdraws, the student may no longer be eligible for the full amount of federal funds the student was originally scheduled to receive. Federal aid recipients, who withdraw from the university, must have their federal re-evaluated.

Withdrawal After First Day But Within Title IV Refund Period

If the student withdraws after the first day of classes, but prior to or equal to 60% of the number of days in the semester (not including breaks of 5 days or more), the percentage of Title IV (Federal) Aid retained will equal the number of days attended divided by the number of days in the semester. Federal regulations dictate the distribution order funds must be returned. See distribution order below.

Distribution Order Chart

Un-Subsidized Stafford Loan

Subsidized Stafford Loan

Perkins Loan

PLUS Loan

Pell Grant

FSEOG

Other Title IV programs

UNDEGRAUATES MUST SECURE SIGNATURES FROM THE FOLLOWING OFFICES

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