



Withdrawal or Leave of Absence from the University

OFFICE USE ONLY	
Interview	_____
Initial	_____
Date	_____

Student ID: _____ Name: _____

Home Address: _____
Street City State Zip Code

Phone: _____ Email: _____

Status: Undergraduate Graduate Major(s): _____

Undergraduate students must secure signatures from the offices listed below in the order presented before their withdrawal will be considered complete. The date this form is submitted to and signed by the Registrar's Office is the official date of withdrawal from the University.

1. Please choose one. Are you requesting a **permanent withdrawal** or a **leave of absence** from the university?

Permanent Withdrawal Leave of Absence

Please indicate desired semester and year: Fall Spring Year: 20__

2. If you have on-campus housing, please answer the following:

Date you are checking out of your residence hall (must be 48 hours within completion of this form): _____

Residence Hall Address: _____

3. Did you request housing for the next semester? Yes No

4. Did you select courses for the next semester?..... Yes No

5. Are you receiving VA benefits?..... Yes No

6. 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.

7. Please check your reason for withdrawing:

- Academic Problems (08)
- Armed Forces (29)
- Change of Career Plans (21)
- Job Conflict (07)
- Disliked College (12)
- Dissatisfied with Kutztown University (26)
- Personal Problems (10)
- Health Concerns (13)
- Housing Concerns (02)
- Courses not available/offered at the times I need them (16)
- Financial Reasons (14)
- Not Eligible for Financial Aid due to Academic Problems(22)
- Temporarily Leaving College (04)
- Want to go to school closer to home (20)
- Relocating (19)
- No Reason Given (05)
- College Transfer (09). I plan on attending:

Other Reason: _____

Student Signature: _____ **Date:** _____

Instructions for checking out of my residence hall have been given to me and I understand that I must follow the instructions provided. **Initials:** _____

Undergraduates must secure signatures from the following offices:

1. Registrar's Office, Room 115, Stratton Administration Center Signature: _____ Date: _____

2. Office of Student Accounts, Room 225, Stratton Administration Center Signature: _____ Date: _____
Signature only required if you received a National Direct Student Loan/Perkins Loan at any time while attending Kutztown University.

3. Coordinator of Student Teaching Signature: _____ Date: _____
Signature only required if enrolled in Student Teaching.

Withdrawal from Institution – PHEAA 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 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 withdrawal 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 withdrawal from the university, must have their federal aid 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