



*****PLEASE COMPLETE AND RETURN TO*****

USD Financial Aid Office, Belbas Center; 605-677-5238 (fax); 414 E Clark, Vermillion, SD 57069 (mail)

APPLICATION FOR COMPLETE WITHDRAWAL

Please use this form only to: 1) cancel registration from all of your classes prior to the start of the semester, OR 2) to withdraw from all of your classes after the semester has started. If you are enrolled in classes at more than one BOR institution, using this form will withdraw you from all classes at all institutions. If USD is not your home institution, it will be forwarded to your home institution for processing the complete withdrawal. All future registration will be cancelled.

1. I wish to cancel/withdraw from <u>all</u> of the courses I am currently registered for the: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer 20____ term.	
2. Last Name: _____	First Name: _____
Student ID #: _____	E-mail Address: _____
Mailing Address: _____	
City, State: _____	Zip: _____
Home Phone: _____	Cell or Business Phone: _____
3. To which University are you admitted? <input type="checkbox"/> USD <input type="checkbox"/> SDSU <input type="checkbox"/> DSU <i>(only check one)</i> <input type="checkbox"/> NSU <input type="checkbox"/> SDM&T <input type="checkbox"/> BHSU	
What is your enrollment status? <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <i>(only check one)</i>	
Are you a Student Athlete? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Reason for cancellation/withdrawal <i>(only check one)</i> . If you are transferring, please give name of school. Transferring <input type="checkbox"/> Name of school: _____	
Major Change <input type="checkbox"/> Academic <input type="checkbox"/> Personal/home problems <input type="checkbox"/> Homesickness <input type="checkbox"/>	
Financial Aid package <input type="checkbox"/> Financial problems <input type="checkbox"/> Decision to Work <input type="checkbox"/> Time, job vs. school <input type="checkbox"/>	
Official Church Mission <input type="checkbox"/> Death in family <input type="checkbox"/> Illness or injury <input type="checkbox"/> Military Activation <input type="checkbox"/>	
Decision not to attend <input type="checkbox"/> Other <i>(please specify)</i> _____	
5. For Multi-enrolled and Outreach students <u>only</u> : Please list credit hours you are dropping at each University: _____ # USD credit hours _____ # SDSU credit hours _____ # DSU credit hours _____ # NSU credit hours _____ # SDSM&T credit hours _____ # BHSU credit hours Total credit hours enrolled for current semester: _____ credit hours <i>(all universities)</i>	
6. Student Signature _____ Date _____	

Staff Use Only:		3 rd Party	Y N	_____
Financial Aid	Y N	Housing	Y N	_____
Return of Title IV	Y N	Meal Plan	Y N	_____
Exit Counseling	Y N	Drops	Y N	_____
Scholarships	Y N	Parking	Y N	_____
Official Home University Representative Signature: _____				
Withdrawal Number: _____		Withdrawal Date: _____		Processing Date: _____

USD POLICY FOR WITHDRAWALS

Students withdrawing from their only class or all of their classes for the current semester may obtain the Withdrawal Application form from the Financial Aid Office, 2nd Floor, Belbas Center, or download it from the Registrar's website at www.usd.edu/registrar/onlineforms.cfm. This form is to be used through the last day to withdraw with a "W" grade (the 70% point of the term). The form is to be returned to the Financial Aid Office, 2nd Floor Belbas Center (mail: 414 E. Clark, Vermillion, SD 57069; fax 605-677-5238).

Approval for withdrawals after the 70% point require the signature of the dean of the student's school or college for approval. Students may obtain the Petition for Late Drop or Withdrawal form from the Registrar's website at <http://www.usd.edu/registrar/onlineforms.cfm>.

Students start the withdrawal process at the Financial Aid office, and will be assisted with the following, as applicable:

1. Exit Loan Counseling for Stafford Loans
2. Please complete the survey: <http://survey.usd.edu/sward/surveys/leaveusd/leaveusd.html>
3. Surrendering ID cards
4. Check-out with University Housing
5. Check-out with Coyote Card Office
6. Returning parking permit to Public Safety

Calculation of any refund/reduction in charges will be processed based upon the SD Board of Regents Refund and Return of Federal Funds Policy. Except for unusual circumstances, a refund, if applicable, will be based on the day the FA/withdrawal office is notified that the student is withdrawing.

Students who wish to return for a subsequent semester must be readmitted through their home institution's Admissions Office.

USD Student Accounts (username and password which provides access to USD resources including but not limited to: USD email, WebCT, On-line resources (including Library Databases), USD network access) will be removed when a student officially withdraws from the University.

The complete withdrawal policy may be found on the Board of Regents' website at http://www.sdbor.edu/policy/5_FinanceBusiness/documents/5-7_000.pdf