



# STANTON UNIVERSITY

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## WITHDRAWAL PETITION

**IMPORTANT:** The deadline for submission is the sixth week of the quarter. The effective date of withdrawal used in determining the amount of tuition to be refunded is the date on which the student submits his or her withdrawal form to the Admissions and Records Office. **Refunds of tuition will not be given after week six of instructions. After the 6th week of instruction student will be held responsible for clearing full tuition/ remaining balance(s) in order to process the request.** Failure in doing so will lead to an academic hold on students account until owing balances are at \$0.00. Read all the information on the second page, complete all the required signatures and return to the Office of Admissions and Records.

Name \_\_\_\_\_ SUID#: \_\_\_\_\_  
Last First Middle

Petition for Quarter (Term):  Winter  Spring  Summer  Fall, Year (20 )

Program (Major): Professional Golf Mgmt.:  AAS PGGCM Business Management:  B.A.  MBA  
Information Systems Management:  BISM  MISM Korean Culinary Arts:  AAS

Reason for Withdrawal:

- Medical/ Health  Financial  Transfer to Another School  Personal  Employment (Work Permit)  
 Military  Returning to Home Country Other (Please specify): \_\_\_\_\_

**I hereby petition for a complete withdrawal from the university and have read and understand the following terms:**

- I must provide documentations to let SU know of my withdrawal purposes (copy of tickets, work permits etc.).
- I understand this petition will not be processed until I have secured the necessary signatures and returned the petition to the Office of Admissions and Records.
- I understand that any registration I may have completed for a future quarter will be canceled. I understand that I must file a separate readmission/ reinstatement application prior to returning to SU in accordance with the published deadlines.
- The date this completed petition is received by the Office of Admissions and Record is the official withdrawal date.

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

\_\_\_\_\_  
**Date**

*Office of the Admissions and Records Use Only:*

Official Withdrawal Date \_\_\_\_\_ Posted Date \_\_\_\_\_

\_\_\_\_\_  
**Admissions Representative Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**International Student Advisor Signature**

\_\_\_\_\_  
**Date**



## WITHDRAWAL PETITION

**International students must seek counseling on the effect of withdrawal on their status and obtain a signature from the Office of Admissions and Records.**

Complete all required information on the first page. Return the completed form to the Office of Admissions and Record. By signing the first page of this form, you certify your understanding of the impacts of withdrawal on all aspects below.

The date the completed petition is submitted to the Office of Admissions and Records is your official date. Any outstanding balance or fees must be taken care of before we can complete your withdrawal process. If you have paid fees and are eligible for a refund please make arrangements to have your refund mailed back to you.

The effective date of withdrawal used in determining the amount of tuition to be refunded is the date on which the student submits his or her withdrawal form to the Office of Admissions and Records. Tuition refunds are paid or credited to a student within 30 days of filing the withdrawal form. The only time a refund of 100% of institutional charges, without penalty or obligation are for students, who meet the following criteria:

- 1) Those who officially withdraw by the end of the first class session (first day of instructions), or by the seventh day after the quarter started.

In calculating the refund the University will: (1) deduct the registration fee (the maximum non-refundable registration fee is \$25.00) from the total tuition charge; (2) Base on the pro rata of 10% deduction multiply by the number of week instructions has already begun. Please refer to the refund chart for the exact amount that will be refunded. Students must withdraw before week six of instructions. There will be no refunds after week six of instructions.

The student may withdraw from a course after instruction has started and receive a pro-rata refund for unused portion of the tuition and other refundable charges if the student completed before the six week of instructions. The University will also refund money collected for sending to a third party on the student's behalf such as license or application fees. If the University cancels or discontinues a course or educational program, the University will make a full refund of all charges. Refunds will be issued within 30 days of cancellation or withdrawal.