

**MISSISSIPPI VALLEY STATE UNIVERSITY**  
**OFFICE OF STUDENT RECORDS**  
**WITHDRAWAL OF UNIVERSITY ENROLLMENT**

**OFFICIAL WITHDRAWAL DATE:** \_\_\_\_\_ **SEMESTER/TERM:** \_\_\_\_\_

**PLEASE READ CAREFULLY**

Upon receiving this form, you are beginning the official withdrawal process from the University. Please be advised that this form must be returned to the **Office of Student Records** for processing within **ten (10) business days** of the **“Official Withdrawal Date”**. If you decide to cancel your withdrawal, please complete the bottom portion of this form Section IV (Cancellation of Withdrawal Request). *Your signature of acknowledgment and the “Student Information” section must be completed upon your securing this form from the Office of Student Records. A copy of this form will be retained by the office personnel.*

My signature below indicates that I have read, understood, and agreed to procedures for withdrawal of University enrollment and tuition & fees cancellation policy as stated on the back of this form. I further understand that if this form is not returned within 10 business days, the withdrawal form will be processed based upon the official withdrawal date listed above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
University ID#: \_\_\_\_\_ Major: \_\_\_\_\_ Classification: \_\_\_\_\_  Undergraduate  Graduate  
Home Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Reason for Withdrawal:  Personal  Financial  Medical  Academic  Transfer  Other

**I. UNIVERSITY CLEARANCE**

Office of Student Retention Services \_\_\_\_\_ Date \_\_\_\_\_  
Department Chair/Major Advisor \_\_\_\_\_ Date \_\_\_\_\_  
Vice President of Student Affairs \_\_\_\_\_ Date \_\_\_\_\_  
Director of Residential Life \_\_\_\_\_ Date \_\_\_\_\_  
Director of Financial Aid \_\_\_\_\_ Date \_\_\_\_\_  
Librarian \_\_\_\_\_ Date \_\_\_\_\_  
Director of International Programs \_\_\_\_\_ Date \_\_\_\_\_  
(Signature is required for international students)

**II. FISCAL AFFAIRS**

**Business Office Stamp** Cashier \_\_\_\_\_ Date \_\_\_\_\_  
Student Accounts \_\_\_\_\_ Date \_\_\_\_\_

**III. ADMINISTRATION**

Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_  
Director of Student Records \_\_\_\_\_ Date \_\_\_\_\_

**IV. CANCELLATION OF WITHDRAWAL REQUEST**

I desire to cancel my request for withdrawal of University enrollment.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_  
Director of Student Records: \_\_\_\_\_ Date \_\_\_\_\_

Please read carefully the University Tuition & Fees Cancellation Policy on the back of this form. To review the Withdrawal Policy Statement in its entirety, please visit the MVSU website at [www.mvsu.edu](http://www.mvsu.edu). For the last date to withdraw from the University within a semester/term, please refer to the University Academic Calendar. If there has been a break in attendance for one full semester, readmission to the University is required.

## REFUND POLICY

Refund of tuition and required fees will be made after official withdrawal forms are filed on the following basis:

**A. Period of Withdrawal (Fall/Spring)**

**Percentage of Refund of Tuition and Fees**

Prior to beginning of class	100% less processing fee
During the first 2 class days of semester	95% less processing fee
During the 3-5 class days of semester	75% less processing fee
During the 6-8 class days of semester	50% less processing fee
During the 9-10 class days of semester	25% less processing fee
After the 10th class day of semester	No refund

**Period of Withdrawal (Summer Sessions I & II)**

During the first 2 class days of sessions	100% less processing fee
During the 3-5 days of sessions	75% less processing fee
Withdrawal after the 5th class day	No refund

- B. Refund of Room and Board will be based on the date the student leaves the dormitory and files a **Dormitory Release Form** with the Dormitory Director. No Refund of Room and Board will be given after the 10th class day of the Fall and Spring Semesters. After the 5<sup>th</sup> class day of Summer Session, no refund of Room and Board will be given. Refunds will not be made for temporary absence from the dormitory.
- C. With the exceptions of deposits, no refund of special fees will be made.
- D. Active duty withdrawals will be processed according to IHL Board Policy on page 83.