

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. 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)

Prior to beginning of class	100% less processing fee
During the first 2 class days of sessions	75% less processing fee
During the 3-5 days of sessions	50% 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 5th 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.