



Office of the Registrar

One University Hill Drive • Buena Vista, VA • 24416 • Phone: (540) 261-4343 • Fax: (540) 261.4245

University Withdrawal

Students who must withdraw from the University should consult with the dean of students and complete the necessary withdrawal forms. Until such forms are completed by the student and submitted to the Registrar's Office, withdrawal is not official. Refunds, if any, are given only after official withdrawal. No student may continue to live on campus after withdrawal from the University. Students who do not return by the last day to add a class for the fall or spring semester are withdrawn by the Registrar's Office. The subsequent withdrawal date will be the last day of the preceding enrolled semester.

ID #: _____

I, _____, hereby withdraw from Southern Virginia University as of _____ (Date)

Please check all boxes that apply:

- Academic, Medical, LDS Mission, Financial, Personal, Other (please specify)

Do you plan to return to Southern Virginia University? _____ If so, when? _____

If you are transferring to another institution, which one? _____

Please meet with the following individuals and obtain their signature.

- Business Office Director, Director of Financial Aid, Dean of Students, Housing Director, Library Director, International Student PDSO

I understand that I am bound by the terms of the tuition and fees policies as stated in the SVU catalog. My transcript will be withheld until all of my University financial obligations are met.

Student's Signature

Date

Please take a moment to list your classes and the last date you attended these classes. This information is crucial. Thank you.

Table with 4 columns: Class, Last date you attended, Class, Last date you attended. Three rows for data entry.

Forwarding Information:

Name: _____ Street: _____

City: _____ State: _____ Zip: _____ Phone: _____

OFFICE USE ONLY

Exit date and Reason Entered, Hold Entered, Classes Checked, Alert Sent, Initials, Date