



# FURMAN

PRINT NAME	
FURMAN STUDENT ID	.....

## UNIVERSITY WITHDRAWAL REQUEST

I intend to permanently discontinue my enrollment at Furman University.

\_\_\_\_\_

STUDENT SIGNATURE

\_\_\_\_\_

EFFECTIVE DATE

Students attempting to return to the university after a withdrawal has been executed for you must apply for re-admission through a process coordinated by the Associate Academic Dean. If you intend to depart the university only on a temporary basis and return to studies at Furman in the future, you should learn more about our [Leave of Absence](#) policy.

Withdrawals requested during an academic term must be approved by the Associate Academic Dean.

### WITHDRAWAL CHECKLIST

Students intending to permanently discontinue enrollment at the university should complete all of the following steps to ensure that your exit from the university is fully sanctioned.

- Review the Refund Policy statement in the university catalog and consult with Financial Aid to determine the implications of your withdrawal on future financial aid awards.
- Review the [Withdrawal from the University](#) and [Transcript of Student Records](#) statements in the university catalog.
- Consult with the Student Business Center to ensure you don't have an outstanding financial obligation to the university.
- Notify [Housing and Residence Life](#) and immediately vacate your campus housing assignment. Follow established check out procedures which includes removing all personal belongings, thoroughly cleaning your living space and returning room keys.
- Complete the online exit interview at <http://www.surveymonkey.com/s/75PLBGG>, so that we know more about your Furman experience, both good and bad.

NOTIFICATIONS		TO BE COMPLETED BY THE REGISTRAR'S OFFICE
EFFECTIVE WITHDRAWAL DATE:		
IET PROCESSING DATE AND TIME:		