**Notification of Complete Withdrawal** *Student Not Returning*

### Step One: To Be Completed By Student

- **Name:**
- **Emplid:**
- **Email Address:**
- **Term:**

### IMPORTANT STUDENT NOTIFICATIONS

**Financial Aid Recipients**

If student is currently receiving or has ever received a federal student loan at any time during his/her enrollment at Emory University, a financial aid exit interview is legally required. Student is to contact the Office of Financial Aid to complete this interview.

**Attention International Students:** Student must provide written approval from the Office of International Student Scholars Services before requesting a withdrawal.

### Step Two: To Be Completed By School Dean or Representative

**A. Effective Date for Complete Term Withdrawal:**

**Enter Date:**

(Complete withdrawal could result in loss of Title IV funding and create a financial obligation to the University for the student. **It is extremely important that complete withdrawals are processed within 30 days of last day of attendance.** If the school dean or representative cannot verify the last date of attendance, please use the date for the withdrawal as the date your office was officially notified of the student's non-attendance. **Please note:** the withdrawal date cannot be past the last day for the term.)

**Dean or School Representative’s Signature & Date**

**B. The student has no plans to return to Emory University at this time and should be withdrawn for the following reason:**

- [ ] Administrative Discontinuation
- [ ] Death
- [ ] Medical (Not Returning)
- [ ] Withdrawn Student

### Step Three: To Be Completed By Administrative Offices

**A. Is the student a financial aid recipient?**

- [ ] YES  
- [ ] NO

**Financial Aid Representative’s Signature & Date**

**B. Is the student receiving veteran benefits?**

- [ ] YES  
- [ ] NO

**Veteran Certifying Official’s Signature & Date**

**C. Final Process (Registrar)**

- A. Verify all signatures are present on the form (Student, School, Financial Aid, VA)
- B. Drop future enrollments, recalculate tuition and remove future term activations
- C. Remove any grades and GERs that may be present for the current term
- D. Withdraw student using Term History “Term Withdrawal” panel
- E. Recalculate current term tuition
- F. Eligible to Enroll flag must stay checked for the current term
- G. Enter Discontinuation using withdrawal date approved by Dean on the Student Program/Plan panel
- H. Give form to staff for NSC update
- I. Return of form after NSC update – Please file form appropriately

**Processed by & Date:** ____________

**Verified by & Date:** ____________

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**Student’s Signature & Date** or supporting documentation from student

**Need Help?** productionrequest-l@listserv.emory.edu

Office of the Registrar 3/5/14