

# Institutional Withdrawal Form

**Purpose of this form:** Use this form if you elect to withdraw completely from the university. You must complete the appropriate section of this the “**Institutional Withdrawal form.**” Please have it signed and then submit it to the Registrar’s Office.

Last Name		First, Middle (if any) Name	
ID Number	SEVIS/I-20 # _____ FXUA ID # _____	Program of Study Last Semester Attended	_____ _____

Address: \_\_\_\_\_  
Street City State Zip  
Phone: \_\_\_\_\_ Personal E-mail: \_\_\_\_\_

**I would like to withdraw completely from the University.** I read and understood the terms & conditions of institutional withdrawal and refund policy. Please indicate your reason for withdrawal from the university. (Check all that apply).

Health Problems    Financial Problems    Academic Difficulties    Employment Offer    Family and/or other

Transfer to another institution (specify the name, location, program of study & reasons):

Name of New School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

New Program of Study: \_\_\_\_\_

Please explain: \_\_\_\_\_  
\_\_\_\_\_

**Student’s Signature:** \_\_\_\_\_ **Today’s Date:** \_\_\_\_\_ **Planned Date of Withdrawal:** \_\_\_\_\_

**Students:** Please visit the offices listed below and obtain the appropriate signatures in order. Withdrawal requests will not be processed until all outstanding issues with the university are resolved. **International students with F-1 visa must consult with International Student Advisor before submitting this form.**

1. Dean / Program Chair or Academic Advisor      Date \_\_\_\_\_  
*Acknowledgement of student withdrawal*

2. Library Services – *Verifying the student library account*      Date \_\_\_\_\_

3. Accounting Office – *Verifying the student financial account*      Date \_\_\_\_\_       Outstanding Balance \_\_\_\_\_

4. Registrar’s Office – *Deactivating the student account*      Date \_\_\_\_\_  
 Exit Survey  
 Add/Drop, if applicable  
 Attendance Report for LDA

**NOTE:** Please consult the Accounting Office for details of the “**Cancellation and Refund policy,**” as it is subject to change without prior notice. **International students with F-1 visa must upload this form on the International Student Services Office section of the FXUA website to complete the withdrawal process.**

<b>Office Use Only</b> LDA: _____      Immediate Withdrawals: <input type="checkbox"/> (Students did not register and does not need signatures above.)  <p style="text-align: right;">Rev: 12/2019</p>
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## INSTITUTIONAL WITHDRAWAL POLICY

A student may withdraw from the university when circumstances beyond the student's control make it impossible for him or her to complete their coursework for the semester. A student wishing to withdraw from the university must complete the relevant section of the Institutional Withdrawal Form, obtain the school officials' signatures, and submit the completed form to the Registrar's Office. If a student fails to attend for a period of 14 consecutive calendar days of classes for which he or she is registered in a given semester or term, the university will make a determination as to whether the student intends to return to classes or should be administratively withdrawn from his or her program of study. The student will receive a grade of "W" if he or she withdraws between the second and tenth week of the semester for 15-week courses, between the second and fourth week of the session for 7-week courses. A student who does not withdraw from the university before the deadline will receive a failing grade or a letter grade based upon his/her performance in the course. The institutional refund policy is applied to determine if the institution is required to provide a refund to the student. Students who fail to register by the end of add/drop period are automatically considered officially withdrawn from the University.

### CANCELLATION & REFUND POLICY:

A student may elect to cancel the Enrollment Agreement with no financial penalty at any point prior to the start of the semester or the end of the add/drop period. Any cancellation that takes place after the add/drop period will follow the university's stated Cancellation and Refund Policy.

Applicants, who have not visited the school prior to enrollment, will have the opportunity to cancel their enrollment without penalty within three business days following the regular orientation procedures and/or a tour of the facility to include inspection of the equipment used to provide training and services. Such individuals shall be entitled to a full tuition refund.

If a student elects to drop one or more courses or withdraw from the university, the following refund schedule will be used to determine any outstanding financial obligation for which the student may be responsible:

Last Date of Attendance	Tuition Refund Amount*
Up to the last day of add/drop period	100% of the semester tuition
After the add/drop and through 25% of the semester	75% of the semester tuition
Through 50% of the semester	50% of the semester tuition
Through 75% of the semester	25% of the semester tuition
After 75% of the semester	No refund will be issued

\* Excludes all fees

The Student Accounts Office shall review student accounts periodically and contact students with an overpayment. Students may decide to keep the overpayment balance to their account or request a refund by a credit/debit card or a wire transfer by submitting a Refund Request Form. Any bank transaction fees will be deducted from the total. Students may download the form on the university website or obtain a hard copy from the Student Accounts Office. Students, who do not submit the Refund Request Form to the Student Accounts Office upon the overpayment notification, will receive the tuition deposit credit in the same manner as it was paid to FXUA (credit card payment, bank wire transaction, or check). If the Student Accounts Office is unable to process the payment, FXUA will mail a refund check to the student's attention at the most recent address listed in the Student Portal. Please note that FXUA will only issue tuition refunds to the organization or person who made the original payment.

All tuition refunds will be made within a period of 45 calendar days following the official withdrawal date. Student fees (application fee, postage fee, student service fee, etc.) and service charges rendered during the refund process are not refundable.

It is the University's policy to hold tuition deposits refundable for one year after the application date. After lapsing of the one-year period, these deposits become non-refundable.

The official withdrawal date, for the purpose of a refund calculation, will be the last date on which the student was recorded present in attendance for a class. If no payment was made, or if the student was participating in a payment plan and the payments are insufficient to cover the student's obligations according to the schedule above, the university will send the student a bill for the difference.

If a student fails to pay the full amount as scheduled, FXUA is authorized to take the following actions until the outstanding balance is paid in full:

- a) Apply financial penalties including late fees.
- b) Place a financial hold on the student's account and limit the access to Student Portal and Canvas.
- c) Withhold the release of the student's academic records or any information based upon or included in the records.
- d) Withhold the issue of the student's transcripts.

To initiate the institutional withdrawal process, the student may submit an Institutional Withdrawal Form to Fairfax University of America. Students may download the form from our website or obtain a hard copy from the Registrar's Office or the Office of International Student Services. To initiate the withdrawal process, the student must submit an Institutional Withdrawal Form to Fairfax University of America. Students may download the form from our website or obtain a hard copy from the Registrar's Office or the Office of International Student Services.

If a student does not resume attendance at the university on/or before the end of approved LOA, the student will be considered withdrawn from the institution. The date that the LOA was approved should be considered the last date of attendance for refund purpose.

***The details about this policy can be found in the university catalog and at the university web sites.***

**Rev: 12/2019**