



Virginia International University
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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. The termination date for refund purposes is the actual date that the notice of cancellation or **withdrawal** form is received by the university.

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

Address: _____
 Street City State Zip
 Tel: _____ Fax: _____ E-mail: _____

I would like to withdraw completely from the University. I read and understood the terms & conditions of institutional withdrawal and refund policy. International students with F-1 visas must consult with International Student Advisor before submitting this form. Please indicate your reason for withdrawal from the university. (Check all that apply).

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

Name of New School: _____ City: _____ State: _____

New Program of Study: _____

I transfer to a new school because (please explain):

I withdraw from VIU because (select one from below):

Health Problems: _____ Financial Problems: _____

Academic Difficulties: _____ Employment Offer: _____

Family and/or other (please explain): _____

Student’s Signature: _____ **Today’s Date:** _____ **Planned Date of Withdrawal:** _____

Withdrawal requests will not be processed until all outstanding issues with the university is resolved. Students must get clearance signatures from the following offices to certify that students have paid dues and or fulfilled responsibilities for the services being provided.

School Dean /Advisor: _____ Date: _____

Library Services: _____ Date: _____

Health Insurance Advisor: (For F-1 visa student) _____ Date: _____

Accounting Office: _____ Date: _____

Registrar’s Office: _____ Date: _____

International Student Advisor: _____ Date: _____

NOTE: Please consult the Accounting Office for details of the “**Cancellation and Refund policy**”, as it is subjected to change without prior notice. We certainly appreciate your time in filling out an **Exit Survey**. International students must return this form to the International Student Services Office to complete the withdrawal process. Thank you for giving us the opportunity to serve for your academic needs.

Office Use Only			
SEVIS Record Updated By: _____	Date: _____		
VIU Database Processed By: _____	Date: _____	<input type="checkbox"/> Exit Survey	Rev: 07/2011

Institutional Withdrawal Policy

A student may withdraw from the university only when circumstances beyond the student's control make it impossible for him or her to complete coursework for the semester. A student wishing to withdraw from the university must complete the relevant section of the **Institutional Withdrawal Form** (available from the Registrar's Office), obtain the relevant VIU officers' signatures, and submit the completed form to the ISS Office or the Registrar's Office. It is likely that the student will receive all failure "F" or "U" grades or withdrawal grades in all registered courses. 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 until the end of add/drop period are automatically considered to be officially withdrawn from the university.

Cancellation and Refund Policies

If a student elects to withdraw from specific course(s) or completely from the university, the following refund schedule will be used to determine any outstanding financial obligation for which the student may be responsible:

Time of withdrawal notice	Tuition refund amount*
Within three business days up to the 1 st day of the semester	100% of the semester tuition
2 nd day of the semester and through 25% of the semester	50% of the semester tuition
Through 50% of the semester	25% of the semester tuition
After 50% of the semester	No refund will be issued

* Excludes all fee

A student applicant will be considered a student as of the first day of classes. If an international student accepts an I-20 from VIU, they are financially responsible according to the above schedule.

A written notice must be submitted to officially withdraw from VIU. **The official withdrawal date, for the purpose of a refund calculation, will be taken from the date the written notice is received by VIU.**

No refund will be honored without written notice. Students may download the **Institutional Withdrawal Form** from our website or obtain a hard copy from the Registrar's Office or the Office of International Student Services. Applicants must submit the **Refund Request & Application Cancellation Form** within 12 months of the initial application date.

VIU will issue refunds to individuals who have terminated their status as students within 45 days after receipt of a written request. If no payment was made, the University will bill the student for the due amount according to the schedule above. If a student is participating in a payment plan and the installment payment is insufficient to cover the student's obligation according to the schedule above, then the university will send the student a bill for the difference.

If a student's financial obligation is not fulfilled, VIU is authorized to do the following until the monies owed are paid:

- Withhold the release of the student's academic records or any information based upon the records.
- Withhold the issue of the student's transcripts.
- If the student's account remains delinquent, VIU reserves the right to terminate enrollment and cancel F-1 visas of international students. Late tuition payments are subject to financial penalties.

Financial Penalties:

- Late fee: Failure to make any payment on or before the due date results 1.4% of unpaid balances added per week. The late fee percentage will apply only to the tuition and installment fees. Other fees (for example activity fee, technology fee, etc.) will be deducted before applying payment for tuition
- Return Check Fee: A \$30 fee will be charged for each unpaid check returned by the bank. Moreover, VIU will recalculate the late fee daily until the balance is cleared.

Special Cases: In the *documented* event of prolonged illness, accident, or death in the immediate family (parents, siblings, children, or spouse) or other special circumstances that make it impractical to complete the program, VIU will work toward a settlement that is reasonable and fair to both parties.

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

Rev: 07/2011