

## 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 # _____	Program of Study	_____
	VIU ID # _____	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. School Dean / Academic Advisor \_\_\_\_\_ Date \_\_\_\_\_  
*Acknowledgement of student withdrawal*

2. Vice President \_\_\_\_\_ Date \_\_\_\_\_  
*Acknowledgement of student withdrawal*

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

- Outstanding Balance \_\_\_\_\_  
 \$100 Withdrawal fee \_\_\_\_\_  
 Free laptop term over? \_\_\_\_\_

4. Accounting Office – *Verifying the student financial account* \_\_\_\_\_ Date \_\_\_\_\_

- Exit Survey  
 Add/Drop, if applicable

5. Registrar’s Office – *Deactivating the student account* \_\_\_\_\_ Date \_\_\_\_\_

- Acceptance Letter/F-1 T Form

6. International Student Advisor – *For F-1 visa student only* \_\_\_\_\_ Date \_\_\_\_\_

**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 return this form to the International Student Services Office to complete the withdrawal process.

**Office Use Only**

LDA: \_\_\_\_\_ Immediate Withdrawals:  (Students did not register and does not need signatures above.)

SEVIS Record Updated By: \_\_\_\_\_ Date: \_\_\_\_\_

VIU Database Processed By: \_\_\_\_\_ Date: \_\_\_\_\_

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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, or between the second and fifth week of the session for 8-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 to be officially withdrawn from the University.

### CANCELLATION & REFUND POLICY:

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	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 fees

The official withdrawal date, for the purpose of a refund calculation, will be the last date on which the student was recorded present 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 obligation according to the schedule above, then the university will send the student a bill for the difference. If the student's financial obligation is not fulfilled, VIU is authorized to do the following until the money is paid:

- a) Withhold the release of the student's academic records or any information based upon the records.
- b) Withhold the issue of the student's transcripts.
- c) If the student's account remains delinquent, VIU reserves the right to terminate enrolment and cancel F-1 visas of international students.
- d) Late tuition payments are subject to financial penalties.
- e) Financial hold will be placed and access to student portal and Moodle will be blocked.

If a student does not return to the university on or before the approved leave of absence date, the university will consider the student withdrawn from the institution and the above schedule will be applied.

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

**Rev: 08/2017**