



Voluntary Withdrawal Notification Form

Name: _____
Last First M.I.

UD ID Number: _____

College & Department: _____

Student Class Year: _____

Withdrawal from [Check all appropriate response(s) and indicate year]:

Fall Semester, 20____ Winter Session, 20____ Spring Semester, 20____ Summer Session, 20____

Effective Date of Withdrawal: _____

(If you are requesting withdrawal during the current semester, this date should reflect the last day you attended class)

Reason for Withdrawal (Check all appropriate responses):

Financial Work
 Transfer to: _____ Other: _____
(Name of College/University)

I hereby request to withdraw from the University of Delaware. I understand that by completing this form, my matriculation will be closed on the final day of the free add/drop period of the current or following semester (whichever is sooner). I realize that for withdrawals initiated after the free add/drop period: 1) I am required to pay any unpaid portion of my semester tuition charge, Housing, Dining and any other applicable fees; and 2) I am not entitled to a rebate of any portion of the tuition charge, but I may be eligible for partial Housing and/or Dining rebates. I have read and understand the information under *Section III. Financial and Contractual Obligations* on the back of this form.

Student's Signature: _____ Date: _____

In case of questions, I can be reached at:

Phone: _____ E-mail: _____

Office Use Only

This section must be completed and signed by the Assistant Dean of the student's college if the withdrawal occurs after the penalty deadline (8th week of classes during a regular session).

Processed by: _____ Assistant Dean: _____
(signature/date) (signature/date)

Comments: _____

Please provide a copy of this form for the student!

I. Information Concerning Voluntary Withdrawals

This Voluntary Withdrawal Notification Form serves as a central means to notify all appropriate academic offices of a student's withdrawal from the University of Delaware. A student's matriculation will be closed on the final day of the free add/drop period of the current or following semester (whichever is sooner). However, those receiving Federal financial aid must also contact the Office of Student Financial Services. Additional information concerning the student's academic career can be found in the Undergraduate Catalog and through consultation with the Assistant Dean of the student's college.

College of Agriculture & Natural Resources	302-831-2508
College of Arts and Sciences	302-831-3020
Alfred Lerner College of Business and Economics	302-831-4369
College of Earth, Ocean, & Environment	302-831-2841
College of Education/Human Development	302-831-2396
College of Engineering	302-831-8659
College of Health Sciences	302-831-2381
University Studies	302-831-4555
Professional & Continuing Studies	302-831-2741
Associate in Arts Program, Wilmington Campus	302-571-5395
Associate in Arts Program, Dover Campus	302-857-1214
Associate in Arts Program, Georgetown Campus	302-855-1657

II. Voluntary Withdrawals and Leaves of Absence

A. Withdrawals Processed Before the Academic Penalty Deadline

Students withdrawing prior to the beginning of the Fall or Spring Semesters or prior to the Academic Penalty Deadline may do so without academic penalty. By completing the Voluntary Withdrawal Notification Form, students are notifying appropriate academic and administrative offices of their intended absence. These forms are available through the Office of the Dean of Students or the Assistant Dean's office of the student's college.

Students choosing to voluntarily withdraw during the Free Add/Drop Period (first two weeks of class during a regular semester) will have no indication of the withdrawal on their transcripts and will be eligible for a full tuition rebate. Tuition is charged and a grade of "W" is recorded for any course withdrawal after the free add/drop period.

B. Withdrawals Processed After the Academic Penalty Deadline

The Academic Penalty Deadline occurs after the eighth week of classes during a regular session. Withdrawals after the Academic Penalty Deadline require permission from the Assistant Dean of the student's college. To initiate the process, the student should make an appointment with the college's Assistant Dean. The Dean's approval is granted only when non-academic extenuating circumstances exist. The Assistant Dean's approval will not be given because of failing grades, circumstances resulting from a change of major, or a student error in registration.

Tuition is charged and a grade of "W" is recorded for students granted a Leave of Absence after the Academic Penalty Deadline.

III. Financial and Contractual Obligations

A. Financial Obligation/Registration

A voluntary withdrawal in no way negates students' financial responsibility to the University. Students who are registered for courses incur a financial obligation to the University. University policy stipulates that there is no rebate of tuition for course withdrawal after the free add/drop period (first two weeks of classes for regular semesters and the first four days of classes for summer and winter sessions).

B. Financial Aid

If a student is a recipient of any type of Federal financial aid, including Federal DL-Subsidized/Unsubsidized and Federal Plus, Federal Perkins Student Loans and Nursing Student Loans, s/he should contact a Student Financial Services Advisor to receive guidance on the impact the withdrawal may have on receiving the offered Title IV funds and to complete Direct loan exit interview instructions.

C. Cancellation of Undergraduate Student Housing Contract

If a student currently lives in University Housing, they should review the Undergraduate Student Housing Contract (http://www.udel.edu/reslife/community_living/housingcontract.html)

to understand the policies and procedures related to Cancellations and Releases from this contract, the potential financial obligations, and expectations and procedures for checking out of the residence halls.

Students must vacate their residence hall within 48 hours of the withdrawal notification, and check out properly.

Students wishing to live in University Housing upon their return should contact the Office of Residence Life & Housing to learn how to apply for housing and to receive information concerning deadlines for upcoming room assignment processes or to defer an existing application.

D. Dining Services

Students may clarify the status of their remaining refundable points or portions by contacting Dining Services by email at mealplans@udel.edu or by calling 302-831-4033. Refunds for students in University housing (excluding the Towers) will be prorated based on the date they are released from their Student Housing Agreement.