STUDENT PETITION FOR WITHDRAWAL/CANCELLATION

(Please indicate by circling withdrawal or cancellation)

Honorable dismissal requires that students comply with withdrawal regulations outlined in the "Academic Records and Registration Standards" section of the General Information Catalog. A student who wishes to withdraw (resign) from the University before the end of a semester or session must so notify, in writing (or with this form), the dean of the school in which the student is enrolled. The student will be advised concerning withdrawal procedures applicable to his or her situation. *A student's enrollment is canceled if student resigns from class on or prior to the last day to enroll for that term. After the last day to enroll, the student's enrollment is withdrawn.* I have read and understand the SMU, Federal, and State withdraw/refund policy as stated on the reverse side of the Student Petition for Withdrawal/Cancellation form.

ID No._____ Name_____
Last *First* *Middle*

Year/Semester_____ School_____ Major_____

Student Signature_____ Date_____

MEDICAL WITHDRAWALS

Withdrawals for Medical Reasons are subject to regular University deadlines. **To be considered for the possibility of a Withdrawal for Medical Reasons, a student must be evaluated by a Director of the Health Center, Counseling and Testing Services, or Mental Health Services. The Dean of Student Life or the Vice President for Student Affairs can authorize withdrawal for medical reasons.** Medical withdrawals provide a daily pro rata refund of tuition and fees, and also include conditions that must be met prior to re-enrollment at SMU.

Authorization for
Medical Withdrawal: _____ _____ _____
Signature Title Date

Comments: _____

STUDENT ACCOUNT REFUND/CREDIT INFORMATION

Refunds are determined by the effective date and made only after student officially withdraws. Not attending class or notifying instructors of intent to withdraw does not constitute an official withdrawal. Students who reside in University housing must secure a separate clearance from Residence Life & Student Housing. To determine the status of your student account, please contact the Division of Enrollment Services (DES) at 214-768-3417.

TUITION AND FEES: A student who officially cancels his or her enrollment or withdraws from the University is allowed a refund of tuition and fees based on the effective date of the withdrawal/cancellation. *The effective date of the withdrawal/cancellation is the date the Student Petition for Withdrawal is processed in the Office of the Registrar.* The **Tuition and Fees Schedule for Withdrawal/Cancellation can be found** on the **Financial Services Web site**: www.smu.edu/bursar/policies.asp or contact the Division of Enrollment Services at 214-768-3417.

ROOM: Housing Agreement is for both fall and spring terms or both five-week summer sessions. Should a student move from the residence hall at any time, remaining rent for the contract period is due. For specific information consult Residence Life & Student Housing at 214-768-2407. **WITHDRAWAL DATE DOES NOT AFFECT ROOM CHARGES.**

BOARD: Refund percentages are based on effective date. For information contact the Division of Enrollment Services.

DO NOT DELAY PROCESSING – FORWARD TO REGISTRAR IMMEDIATELY

APPROVAL: Student's Dean: _____ Date: _____

Comments: _____

Registrar's use only: _____ Date: _____ **Effective Date:** _____

Dist. by Registrar: Orig.-Rgstr; Cy1-DES-Finance; Cy2-Dean; Cy3-Housing; Cy4-Pony Express; (Health Ctr-VP St. Aff.)