

Student Petition for Withdrawal/Cancellation
(Please indicate by circling if this is a Withdrawal or Cancellation)

If a student removes all courses from his or her schedule prior to the first day of the term, this is considered a cancellation and does not result in a financial penalty. A student cannot drop to zero hours via my.SMU. They must complete and submit this form to the Registrar's Office prior to the first day of the term. If a student chooses to cancel their enrollment during the add/drop period for a specific term, he/she must complete and submit this form to their academic school records office. Financial penalties will apply.

A student who wishes to withdraw from the University before the published deadline in the University Calendar for a specific term must complete and submit this form to his/her academic school records office. The student will be advised regarding withdrawal procedures applicable to his/her situation.

F or J Visa Holders: Students who are here on an F or J Student Visa, please note that this form does not complete an approved authorized withdrawal. Please contact the International Office to request authorized early withdrawal.

I have read and understand the SMU, Federal and State withdrawal/refund policy stated below on this Student Petition for Withdrawal/Cancellation form. Honorable dismissal requires that students comply with withdrawal regulations outlined in the "Academic Records and Registration Standards" section of the General Information Catalog.

ID No: Name: (Last) (First) (Middle)

Term and Year: School: Major:

Are you a student athlete? YES NO
***If YES, consult with the Director of Athletic Admissions & Eligibility before submitting form.

Are you an international student on an F or J Visa? YES NO
*** If YES, visit the ISSS Office to meet with an International Service Specialist.

Student Signature: Date:

**By signing this form you are indicating that you have read the Student Account Refund/Credit Information section below!

MEDICAL WITHDRAWALS

Medical withdrawals provide a prorated refund of tuition and fees and have conditions that must be met prior to re-enrollment at SMU. Medical withdrawals can only be authorized by a licensed physician or psychologist/counselor in the SMU Health Center. The deadline for medical withdrawals is the last day of instruction of the term the student is requesting the withdrawal. Students with pending conduct cases will not be considered for medical withdrawals until after resolution of the student conduct process.

Authorization for Medical Withdrawal: (Signature) (Title) (Date)

Comments:

STUDENT ACCOUNT REFUND/CREDIT INFORMATION

Refunds are determined by the effective date and made only after the 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 & Fees: A student who officially cancels his/her enrollment or withdraws from the University is allowed a refund of tuition and fees based upon the effective date of the withdrawal/cancellation. The effective date of the withdrawal/cancellation is the date the Student Petition for Withdrawal/Cancellation is processed in the Registrar's Office. The "Tuition and Fees Schedule for Withdrawal/Cancellation" can be found on the Financial Services website at http://www.smu.edu/EnrollmentServices/Bursar/Policies or by contacting the Division of Enrollment Services at 214.768.3417.

Room: The Housing Agreement is for both fall and spring terms or both 5-week summer sessions. If a student moves from the residence hall at any time, remaining rent for the contract period is due. For specific information, consult with Residence Life & Student Housing at 214.768.2407. The withdrawal date does not affect room charges.

Board: Refund percentages are based upon the effective date. For information, contact the Division of Enrollment Services. (Rev 8/2015)

DO NOT DELAY PROCESSING!!! IMMEDIATELY FORWARD TO REGISTRAR!!!

Approval of Student's Dean: Date:

Comments:

Registrar's Use Only: Date: Effective Date: