



Robert Morris University Formal Withdrawal Request

Instructions:

1. Complete the Student Section and sign and date the form.
2. Bring the completed form to Solution Central, Nicholson 4th Floor
3. For Complete Withdrawal (All classes)* you are required to meet with both Financial Aid and Student Financial Services in Solution Central to obtain their signatures.
4. You are responsible to obtain all applicable signatures and submit this form. It is not the responsibility of advisors and staff to complete and/or forward this form to the appropriate department.

PLEASE NOTE: If you are a **Student Athlete, Veteran, or International Student** you **MUST** obtain the proper signatures before your paperwork can be processed.

Complete Withdrawal (All classes)* Partial Withdrawal

Student Name _____ Student ID Number_R00_____

Last MI First

Academic Year _____ Term: Fall Spring Summer Reason for Withdrawal

| Prefix/Course# | Section | Session | Last Attendance Date |
|----------------|---------|---------|----------------------|
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- Academic
- Financial
- Medical
- Personal
- Military Service
- Employment
- Transferring_____

| | |
|---|------------|
| *Students Signature _____ | Date _____ |
| *Financial Aid Signature _____ | Date _____ |
| *Student Financial Services Signature _____ | Date _____ |
| Registrars Office _____ | Date _____ |
| Academic Advisor Signature _____ | Date _____ |
| Athletic Director Signature _____ | Date _____ |
| Veterans Center Signature _____ | Date _____ |
| Center for Global Engagement _____ | Date _____ |

By submitting this form, you are confirming that you understand the withdrawal policy and may be responsible for repaying a portion, or all of the tuition to be charged. I also understand that a withdrawal could have financial aid and/or academic progress consequences.

*Please note that if this is a complete withdrawal Residence Life has a separate process for housing cancellation. Please contact them.