BS007 Learner Change of Status Request Revised 4/2/08
Withdrawal (See instructions on reverse side)

Effective Date____________ Initiator____________

Reason: Please attach appropriate documentation

Approval:

______________________________________________
Faculty Advisor

______________________________________________  ________________________
Learner Signature                                    Dean or Dean’s Designee

Tuition will be adjusted according to the current year’s Registration and Tuition Policies.

DROP/ADD

Drop/Add requests must be made prior to the Drop/Add deadlines each semester/session as stated in the current academic calendar. All requests must have the approval of the faculty advisor and, in some circumstances, may also require the approval of the dean. The new total cannot exceed 16 semester credit hours without dean’s approval.

Learners who are receiving financial aid must carefully consider the implications Drop/Add may have on continuing aid eligibility and maintaining adequate academic progress.

Please contact the Financial Aid Office if you are receiving grants and loans and you are dropping below full-time status (12 hours).

WITHDRAWAL

It is the learner’s responsibility to notify the Office of the Dean in writing of withdrawal from the program. It is understood that a learner who fails to notify The Union Institute in writing of withdrawal from the program is obligated for tuition for the complete semester.

The learner who has informed the Office of the Dean in writing of his/her wish to withdraw from the program may be eligible for a tuition refund. For withdrawals, the refund due for the last semester/session of attendance is prorated by the Receipt (postmark, date, e-mail or FAX transmission receipt) of Notification of Withdrawal according to the schedule published in the current Registration and Tuition Policies statement.