UNIVERSITY OF GUAM
UNIBETSEDÅT GUÅHAN

Enrollment Management and Student Success
Office of Admissions and Records
303 University Drive, Mangilao, GU 96923-9000
Tel: 671-735-2201/02/04/06/10/11/14
Email: admitme@triton.uog.edu

VOLUNTARY COURSE WITHDRAWAL OR COMPLETE WITHDRAWAL FROM ALL COURSE

INSTRUCTIONS: Use this form if you are withdrawing from a course(s) during the Voluntary Withdrawal Period. OR you are completely withdrawing from ALL courses. Fill in all applicable items. Obtain all required signatures. Submit the completed form to Office of Admissions and Records for official course withdrawal recording. **You are not officially withdrawn if this form is not received at the Office of Admissions and Records.**

Submission of this request may affect *financial aid eligibility and repayment obligations, *veteran educational benefits, *academic standing and satisfactory academic progress, *athletic eligibility, *international student status (if applicable) and other services. Students are strongly encouraged to consult with the appropriate offices prior to submitting this request.

[ ] I acknowledge and understand the information above. _____ Student Initials

NOTE: Voluntary Withdrawal is only during the first eight (8) weeks of Fall/Spring Semester; or the first three (3) weeks of a summer session. If you have not declared a major, the Advisors in the Student Success Center serve as your academic advisor. **REFUND AND CANCELLATION FEE POLICY:** Dropping a class before the first day of semester classes=100% refund and no cancellation fee applies; Within the first week of Fall/Spring classes or 1st day of Summer session=95% refund and reduced cancellation fee applies equivalent to 100% fees plus 5%tuition; Withdrawing anytime thereafter=no refund and full cancellation fee applies equivalent to 100% fees and tuition. If you stop attending but do not officially withdraw, you are still liable for tuition and fees.

STUDENT INFORMATION

UOG ID No:	Date:	Semester:
Student Name: Last	First	MI
Major/ Degree Program:	Contact No.:	Email Address:

COURSE INFORMATION

Course Code	Title	Days	Times	Instructor's Name & Signature

REASON FOR WITHDRAWAL *Please check ONE reason which best applies:*

[ ] Changed Mind [ ] Difficult Course [ ] Financial [ ] Lack of Interest in Course
[ ] Not a Prerequisite Course [ ] Lack Prerequisite [ ] Personal Matter [ ] Transportation Problem
[ ] Work Schedule [ ] Other (required) _____

REQUIRED SIGNATURES

Student (required):_____ _____
Print Name & Signature Date

Advisor (required): _____ _____
Print Name & Signature Date

Only if withdrawing from ALL your courses:

UOG Librarian: _____