



Marygrove College Withdrawal from Classes

Use this form if you are withdrawing from course (es) but will still have a least one course for which you are enrolled.

Date _____ ID _____ Term _____ Undergrad _____ Graduate _____

Last Name _____ First Name _____

Check all that apply: Dorm Student: _____ Receiving VA Benefits: _____ Athlete: _____ International Student _____

If you withdraw from a class after the Add-Drop period the class will list on the academic record with a grade of "W." **Withdrawal from a class may affect financial aid. Please consult your financial aid counselor before bringing this form to the Registrar's Office.**

List courses to be withdrawn from:

SUBJ	COURSE NO.	SECT	COURSE TITLE	CR HRS.

- If I withdraw from any classes after the 100% refund period, I assume responsibility for paying all Student Obligations for this semester according to the Withdrawal/Refund Policy listed in the Marygrove College Catalog.
- If my federal or institutional financial aid is either not received by Marygrove College or I later lose eligibility to retain financial aid for the semester, I assume responsibility for paying all Student Obligations for this semester;
- If my third party sponsor (private employer, governmental agency, etc.) fails to pay Marygrove College by the end of the semester, I assume responsibility for paying the amount the sponsor originally promised to pay on my behalf.
- A "HOLD" will be placed on my records if my student obligations remain unpaid after the official refund period ends for the semester. This will prevent me from registering for future semesters and receiving an official or unofficial transcript.
- All collection, interest, late and attorney fees related to the collection of my student obligations will be paid by me to the full extent permitted by law.

NOTE: Should a student register for classes, not attend and not notify Marygrove College, the student will be responsible for 100% tuition and fees regardless of the time frame.

Acceptable methods of communicating the intention to drop or withdraw are:

1. By completing the appropriate form and submitting it to the Enrollment Center or the Registrar's Office
2. E-mail through Marygrove e-mail sent to registrar@marygrove.edu.

By signing this form I acknowledge that I understand my responsibilities.

Student Signature _____ Advisor Signature _____

Financial Aid Signature _____

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Office Processed: _____ Advising _____ Enrollment Center _____ Registrar _____

Processed by _____ Date _____