

WITHDRAWAL REQUEST - UW STUDY ABROAD

Student Name:				
UW Email:		UW Student #:		
Name of Program/Exchange			Location:	
Program/Exchange Term(s) (Please circle one):				
EARLY FALL	AUTUMN	WINTER	SPRING	SUMMER
Calendar Year(s):				

By signing and submitting this form, I request that UW Study Abroad withdraw me from participation and enrollment in the international opportunity indicated above. My withdrawal will take effect on the date this request is received by UW Study Abroad. If I withdraw and do not complete the academic term in progress, I understand a "W" will be reported on my transcript for all courses for which I am concurrently enrolled.* If I complete the current academic term, but withdraw from a future academic term, my grades and credits for courses taken will be reported on my UW transcript.

I understand and agree to these conditions as well as the concurrent enrollment and withdrawal policies specific to my program or exchange. I am aware of the financial consequences of my withdrawal. If I received a scholarship or financial aid for my studies abroad, I may be required to return these funds. I understand that I am responsible for paying all fees associated with my program on time while my request for withdrawal is pending. I acknowledge that failure to do so will result in late fees and other consequences.

Student Signature **Date**

*Students wishing to withdraw after the 7th week of a full-term program or after the 3rd week of a one or two-month program may not be eligible to withdraw and should contact UW Study Abroad for details.

Students withdrawing due an unanticipated change in financial situation, medical emergency, death, or unusual circumstances beyond your control may be eligible to submit a petition for emergency withdrawal. Please download this form from the student section at Washington.edu/studyabroad/resources/withdrawal if you believe that you qualify.

PLEASE SUBMIT YOUR SIGNED REQUEST by email, mail, fax or in person:
 Open Monday – Friday, 10AM to 4PM

UW Study Abroad
 459 Schmitz Hall, Box 355815
 Seattle, WA 98195-5815
 Fax: 206-685-3511; Tel: 206-221-4404 | studyabroad@uw.edu

FOR OFFICE USE ONLY		
1. Study Abroad Program Manager		
<input type="checkbox"/> Studio abroad database updated / Tag added <input type="checkbox"/> Host university / provider / faculty notified <input type="checkbox"/> Student notified of results <input type="checkbox"/> Petition granted	Initials:	Date:
2. Operations Team		
<input type="checkbox"/> Student withdrawn from enrollment (if applicable)	Initials:	Date:
<input type="checkbox"/> 'W' reported on transcript (if applicable)	Initials:	Date:
3. Finance and Administration Team		
<input type="checkbox"/> UW Scholarship returned (if applicable) <input type="checkbox"/> W/D fees charged	Initials:	Date:
Notes to/from Finance and Administration Team		
Program type: _____ W/D fees owed: <input type="checkbox"/> Early Fall ____% <input type="checkbox"/> Autumn ____% <input type="checkbox"/> Winter ____% <input type="checkbox"/> Spring ____% <input type="checkbox"/> Summer ____% <input type="checkbox"/> Study Abroad Fee Owed: \$_____		