



**WITHDRAWAL/LEAVE OF ABSENCE FORM: EXIT INTERVIEW REQUIRED**

Student Name	G Number
Phone	Personal Email (not CU email)

I am requesting a:

- Permanent Withdrawal from the School of Law (Student Handbook 3.4.2)

*A student may withdraw from the School of Law at any time. In doing so, the student must meet with the Assistant Dean of Career Services and Student Affairs and complete this form. The student's present course enrollment will be processed consistent with the Course Enrollment (Student Handbook §3.3) policies. A withdrawn student seeking readmission must comply with the Readmission after Withdrawal (presently Student Handbook §3.4.4) policy in place at the time of the readmission request.*

- A Leave of Absence from the School of Law (Student Handbook 3.4.1)

*A student may be granted a Leave of Absence at any time during the school year by the Assistant Dean of Career Services and Student Affairs. The student's present enrollment will be processed consistent with the Course Enrollment (Student Handbook §3.3) policies.*

Anticipated Return Date from the Leave of Absence (must be within two semesters): \_\_\_\_\_

*Absent extraordinary circumstances, a Leave of Absence shall not exceed a maximum of three consecutive terms. If the Leave of Absence is initiated in the middle of a term, the term shall be included for the purposes of calculating consecutive terms.*

Please briefly explain the reasons for this request. You may attach additional pages or another material.

4. Do you currently have Financial Aid (grants, VA benefits, Stafford loans, etc.)?  YES  NO

*If Yes, you must contact your financial aid counselor prior to submitting this form to determine how a leave of absence or withdrawal from the university may affect your account. Initial here to indicate you have been made aware of the impact of your withdrawal or leave of absence by the office of financial aid: \_\_\_\_\_*

**PLEASE READ THE BACK OF THIS FORM FOR IMPORTANT DETAILS, INCLUDING GRADE AND REFUND INFORMATION.** I affirm that I have considered and understand the effects of this withdrawal/leave of absence based on the information provided on these documents and by any and all applicable offices.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Assistant Dean of Student Affairs Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student Affairs ► Student Records**

**Assistant Dean of Career Services and Student Affairs**

Interview Scheduled

WD/LOA Granted

Update Email List Serves

**Student Records**

Notify Law Staff and Faculty of withdrawal

Verify student & admin signature

EM student with WD/LOA policies (BCC: Assoc. Dean of Academics)

Update Banner to show WD/LOA

Notify IT to inactivate email

Scanned

File & record in Student File



### WITHDRAWAL/LEAVE OF ABSENCE INFORMATION

- Grades of “W” will be assigned to students who withdraw or take a leave of absence from the university between the Drop deadline (approximately the 2<sup>nd</sup> week of class) and the published Last Day to Withdraw date (approximately the 10<sup>th</sup> week of class). Regular grades will be assigned from the faculty to students whose form is received after the deadline to withdraw from a class. See Student Handbook §3.3.6 and §3.3.7. For information on summer term deadlines, please contact the Office of Student Affairs or see the Academic Calendar.
- If you are a recipient of financial aid, including loans, schedule an appointment with the School of Law Financial Aid & Student Records Coordinator (208-639-5444) to discuss the impact of withdrawing or taking a leave of absence on your aid package for this and subsequent semesters. When your withdrawal is processed, Financial Aid will consider you not enrolled and act accordingly. Depending upon the time of the semester you withdraw, it is possible that all of your aid may be returned (as required by federal law) and you may be personally billed for the semester.
- Visit the Office of Financial Aid’s website for specific information and deadlines concerning some of the effects withdrawing or taking a leave of absence may have on your financial aid: ([http://www.cu-portland.edu/financial\\_aid/index.cfm](http://www.cu-portland.edu/financial_aid/index.cfm))
- No matter when you withdraw: a) you may still owe the university money; or b) monies may be returned to your lenders, not you personally.
- You can check on the percentage of tuition and fees that will be refunded back to you by consulting the Registrar’s website ([http://www.cu-portland.edu/financial\\_aid/policies/refund\\_policy.cfm/](http://www.cu-portland.edu/financial_aid/policies/refund_policy.cfm/))
- The last date to Drop any course(s) and receive a tuition refund is the published Last Day to Drop with Full Refund deadline (approximately the 10<sup>th</sup> day of the term for the course). Since Summer term is shorter than other terms, that date will be different for Summer terms.
- Withdrawal grades do not affect your grades negatively but do reduce your percent of progress, which is required for some financial aid programs.
- Processing a leave of absence or withdrawal means that you may no longer reside in university housing, use a meal plan, or receive a financial aid refund check after the date of your withdrawal.
- After a withdrawal from the university, readmission to Concordia University School of Law is not guaranteed.