



Office of the University Registrar
 1837 University Circle, PO Box 200,
 Cheyney, PA 19319
 Phone: 610-399-2225 Fax: 610-399-
 2118 Email: registrar@cheyney.edu

UNIVERSITY WITHDRAWAL FORM

Instructions: This form should only be used for complete withdrawal from Cheyney University for the term indicated. All registered courses for the term will be noted with a final grade of "W" on your official transcript. Military withdrawals will be given an "M" for the indicated term. **As part of the withdrawal process, your iPad must be returned to the Admissions' Office. Incomplete forms won't be processed. Students submitting a form without returning the iPad and its components will have a HOLD placed on their record and a \$436.95 minimum unreturned iPad charge added to their account.**

Student Name: _____ **ID Number** _____

Address: _____

City/State/Zip _____ **Phone** _____

Email _____

Are you planning to return to the University? _____ If yes, for what semester? _____

Are you a Keystone Honors Student? _____ *If yes, please have the Dean of Keystone Honors initial this form next to your signature.*

REASON FOR WITHDRAWAL: *Attach documentation if necessary*

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Medical | <input type="checkbox"/> Family | <input type="checkbox"/> Military* | <input type="checkbox"/> Transfer to Another College |
| <input type="checkbox"/> Employment | <input type="checkbox"/> Financial Reasons | <input type="checkbox"/> Transportation Issues | <input type="checkbox"/> Personal Reasons |
| <input type="checkbox"/> Practical Experience | <input type="checkbox"/> Moving from Area | <input type="checkbox"/> Other: (List) _____ | |

*Are you withdrawing due to you or your spouse being ordered to active duty military service from reserve standing? *If yes, please include a copy of the military orders.* YES NO

- *If your spouse is being called to active duty, please also include a copy of your marriage license.*

<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> • If living on campus, this form must be signed by the Director of Housing. (Burleigh Hall 324B) • Housing Operations & Auxiliary Services Ph: 610-399-2428 <p style="text-align: right;">Date: _____</p>
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I'm requesting to be withdrawn from Cheyney University for the term indicated. I understand that my withdrawal may affect my financial aid and that if I have any financial obligation to the University, my academic records will be sealed until such obligations have been cleared. I acknowledge that failure to provide all necessary information on/with this form may result in this form not being processed.

Student's signature (required): _____ **Date:** _____ **Keystone:** _____

Dir of Student Life's signature: _____ **Date:** _____

Returns: iPad\$329 Y/N Case\$69.95 Y/N Adapter\$19 Y/N Cord\$19 Y/N **Charges: \$** _____

Admissions Signature (required): _____ **Date:** _____

Advisor's signature (required): _____ **Date:** _____

Bursar's signature (required): _____ **Date:** _____

Financial Aid's signature (required): _____ **Date:** _____

This form must be submitted to the Registrar's Office for the student's official withdrawal from the university to be completed.

Registrar's Office Use

Withdrawal Effective Date: _____ **Last Date of Attendance:** _____ **Notes:** _____

Registrar's Office signature (required): _____ **Date:** _____