

## APPLICATION FOR COMPLETE WITHDRAWAL FROM THE COLLEGE OF LAW

### I. Student Information:

Application Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

ASU ID #: \_\_\_\_\_

Affiliate ID #: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Class Year:     1L     2L     3L

Semester of Withdrawal: \_\_\_\_\_

#### **Sandra Day O'Connor College of Law Withdrawal Policy – Statement of Student Policies, Section VIII, C.**

A student may withdraw from the College at any time before the beginning of the examination period for the semester for which he or she is registered. To process a complete withdrawal from the College of Law, a student must submit the "Complete Withdrawal Form" to the College of Law Registrar's office. Additionally, the student must meet or speak with the Assistant Dean for Student Life & Development or the Associate Dean of Students. A student withdrawing from the College leaves with no assurance of readmittance and must, if he or she wishes to attend at a later date, reapply for admission into the College.

#### **ASU Institutional Refund Policy**

Students are required to pay all tuition and fees for any registered course unless enrollment is officially cancelled during the 100% refund period. The 100% tuition refund period extends through the first two weeks for regular semesters and sessions eight weeks or longer and one week for sessions shorter in length; **no refunds are made thereafter**. Students withdrawing for documented medical reasons or other extenuating circumstances may receive refunds and should submit the University Request for Documented Medical/Compassionate Withdrawal Form to the College of Law Registrar's office (found at <http://www.asu.edu/registrar/forms/wordfill/Medical-CompassionateWithdrawalRequest.doc>).

#### **Financial Assistance Withdrawal Policy**

The outcome of complete withdrawal on your financial aid depends on when the complete withdrawal is initiated and the types of financial aid you received. In all cases, your financial aid must be recalculated. You should seek the assistance of the College of Law financial aid officer prior to withdrawing from the College of Law.

### II. Please indicate the reason(s) that best describe why you have chosen to completely withdraw from the College of Law.

Personal:     Family issues

Health issues

Academics:     Doing poorly in class

Unsure of goal of JD degree

Financial:     Problem with financial aid

Personal financial difficulties

Other reasons for your withdrawal: \_\_\_\_\_

Additional information or comments that you wish to share with the College of Law: \_\_\_\_\_

I have read the policies above regarding withdrawal, and I want to process a complete withdrawal from the Sandra Day O'Connor College of Law. Please be sure Section II of the form is complete and include a current transcript with this application.

Student Signature:
Date:

This form should be acknowledged by the Assistant Dean for Student Life & Development or the Associate Dean for Students prior to being submitted to the College of Law Registrar (Room 101).

Assistant Dean/Associate Dean Signature:
Date: