



Request for Withdrawal from Naropa University

Important: In order to receive your confirmation deposit refund, this form must be completed and submitted by the end of the add/drop period immediately following your last semester of attendance. Follow policy and directions on reverse.

Last Name	First Name	M.I.	I.D. #	Social Security Number

Current Address	City	State	Zip Code

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Current Phone No.	Academic Program

Last date you will attend before withdrawing	E—mail Address

Address where you would like your deposit refund to be mailed (if applicable)	City, State & ZIP

Reason for withdrawal:

Signature of Student: _____ Date: _____

	Date	Comment		Date of Notification
Academic Advisor- Remember to Email "leaving@naropa.edu"				
Dean of Students				Reason Code
International Student Advisor (if applicable)				
Librarian				

Student Administrative Services:

Financial Aid	Date
Tuition	Date
Final Approval _____	Date _____

Office Use Only

All courses dropped/
Not registered

Student Survey
completed

PROCEDURE FOR WITHDRAWAL FROM NAROPA UNIVERSITY

The Steps

1. Make appointment with your **Advisor**. Your advisor will
 - a. Advise you to drop or complete courses. (Please note drop dates in Student Policy Handbook.)
 - b. check academic standing
 - c. fill in the projected Last Day of Attendance
 - d. sign the original copy of Withdrawal Form.
2. Drop or withdraw from courses as indicated by your advisor.
 - a. You are academically and financially responsible for dropping or withdrawing from your own courses. Failure to do so does not relieve you of these responsibilities.
3. Make appointment with the **Dean of Students**.
 - a. The Dean will discuss the reasons for withdrawal and sign the Withdrawal Form.
4. Check with the **Library**.
 - a. Pay outstanding fines or books due.
5. Submit form to **Student Administrative Services**.
 - a. Before obtaining clearance from SAS you will have to
 - i. Complete any pending matters
 - ii. Fill out the Student Survey (available online at <http://www.naropa.edu/current/surveys.cfm> see links at bottom of page)
 - iii. Complete an online student loan exit interview at <http://mappingyourfuture.org> (only if you have student loans)
 - iv. Pay outstanding balance including fees or fines (contact the Tuition Cashier for details)

NOTE: If you are an F-1 International Student, you must have your form signed by the International Student Advisor.

Policy related to Withdrawing from Naropa University

Students who are not registered for the current semester:

Deadline for withdrawal is the last day of drop/add. If you are not registered nor have begun the withdrawal process by this date, you will be considered Unknown Withdrawal (UW). We must receive a notice from your advisor by this date to activate the LOA/Withdrawal process.

You have until the last day of withdrawal from classes to complete your application. This means clearing up bursar holds, library holds etc. If your holds are not cleared by the last day to withdraw from classes you will be marked "not approved" and turned to Unknown Withdrawal. Students who are changed to Unknown Withdrawal will not be refunded their confirmation deposit.

Students who start their application late (we receive a notice from your advisor after the last day of drop/add) can still begin an application with a \$30 late fee. If you have already been turned to UW (in that semester) you will be considered "pending withdrawal". You have until the last day to withdraw from classes to complete the application regardless of the date you began the process.

After the last day to withdraw, only medical/family emergency withdrawals can be accepted.

Students who are registered for the current semester:

Students who *are* registered for the current semester but wish to withdraw in the current semester, are encouraged to drop their classes and begin the withdrawal process before the last day of drop/add in order to avoid financial penalties. If you begin the process after the last day of drop/add, you will be financially responsible for any classes from which you withdrew. If you are still pending approval for your withdrawal you will be turned to Unknown Withdrawal after the last day to withdraw from classes. Students who are changed to Unknown Withdrawal will not be refunded their confirmation deposit.