

## WITHDRAWAL FORM

Use this form if you are <u>withdrawing from HPU</u> and do not plan on returning. Please note: This form is for students who wish to discontinue their enrollment with HPU. Students who want to take leave and register later should fill out a Leave of Absence Form.

STUDENT INFORMATION: (Complete all information)		
Student ID: @	Term/Year:	
Name:	College or Major:	
Last/Family Given/First Middle	Check one: Undergraduate	
Mailing Address:	Graduate	
	Please answer the following questions:	
City/Town Country/State Zip/Postal Code	•	
Telephone:	Are you a financial aid recipient? Yes* No	
	Are you an international student? Yes* No	
HPU Email:@my.hpu.edu	*If yes, applicable signature(s) required below.	
DROP: (List courses if you are unable to drop to 0 credits on MyHPU)		
CRN Course Alpha Credit Hours Part of Term/ Course Ref. No. and No. Credit Hours Session Course Ref. N	Course Alpha Credit Hours Part of Term/ lo. and No. Session	
Reason for withdrawal: (Withdrawal reason codes on back of form)		
Withdrawal reason code: Comments:		
Dean's Approval: (Required for exceptions to deadlines)		
Comments:	DEAN'S USE ONLY:	
Dean's Signature:  PRINT NAME SIGNATURE	Drop with "W" Grade: Yes No	
My signature below indicates I have read and accept the policies and deadlines published by Hawai'i Pacific University. Digital Signatures not accepted.		
Student's Signature	Date:	
Academic Advisor	Date:	
PRINT NAME SIGNATURE		
Business Office FRINT NAME SIGNATURE	Date:	
*Financial Aid	Date:	
*International Office	Date:	
PRINT NAME SIGNATURE		
\$30 CHANGE (ADD/DROP) FEE:	Office Use Only:	
Waive Approved by:	SFAREGS Date:	
Revised 10/04/19	SPACMNT Date:	
	Charge fee Date:	

## WITHDRAW REASON CODES

01 Employment opportunity	08 Family or medical emergency
02 Change in current work schedule	09 Relocation or transfer (e.g. military)
03 Joined the armed forces	10 Transfer to a 4-year or higher institution
04 Serve with Foreign Aid Service	11 Transfer to a 2-year or lower institution
05 Official church mission	12 Transfer to a technical or vocational school
06 Financial	13 Temporary Duty
07 Academic Standing	14 Other (indicate on comment line)

Please indicate the appropriate code on the front of this form.