

EMBRY-RIDDLE AERONAUTICAL UNIVERSITY - PRESCOTT
WITHDRAWAL FROM THE UNIVERSITY

Name: _____ Student ID#: _____

Degree Program: _____ Advisor: _____

Effective Date of Withdrawal: _____ Stop Out – Anticipated Date of Return: _____

Comments or Reason for Leaving ERAU: _____

Forwarding Address: _____

Phone Number: _____ Alt. Phone number: _____ Email Address (non-ERAU): _____

Medical/Crisis Withdrawal Approved: _____ Date: _____

The Dean of Students approval is required in cases of medical or crisis withdrawals.

CANCEL ALL COURSE REGISTRATIONS FOR Term _____ Year _____

I understand that my withdrawal does not negate my financial responsibility to the University. I have read all the information on this form and verify, to the best of my knowledge, that all information contained herein is correct.

Student Signature: _____ Date: _____

College Advisor: _____ Date: _____

College Advisor Signature indicates the withdrawal process and student responsibilities have been discussed with the student

College Dean: _____ Date: _____

College Dean Signature (Dean of Students for Medical or Crisis withdrawals) required to authorize W grade after Withdrawal deadline.

CAMPUS CONTACTS – Students are responsible for obtaining signatures below.

1. Housing Office: _____ Date: _____

I understand that I must contact ERAU housing within 24 hours of the effective date on this form or I will be responsible for any extra charges.

2. Earhart's Dining (Sodexo Meal Plan Office): _____ Date: _____

Any refund will be dependent on meal plan/dining dollar usage.

3. Financial Aid: _____ Date: _____

Federal law requires that you receive important information regarding loans borrowed while enrolled at ERAU.

4. International Student Office _____ Date: _____

International students must check out with CIPS (building 51) to avoid unnecessary termination of immigration status.

5. Mailroom: _____ Box #: _____ Date: _____

Please return your mailbox key to prevent a charge on your account and leave an address for your mail to be forwarded for two months.

6. Air Force ROTC: _____ Date: _____

Turn-in uniforms and any issued equipment.

7. Records Office: _____ Date: _____

Signature required *only* for withdrawal from current or future enrolled courses. Drop courses–recalculate tuition–deactivate future term(s), add SI RWD

8. Bursar/Cashiers Office: _____ Date: _____

Verify account balance and complete payment contract if necessary.

Bursar/Cashiers Office will collect this form when completed. Eagle Card Office will be notified and your access suspended.

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WITHDRAWAL FROM THE UNIVERSITY

Student should retain this sheet for informational purposes

Medical and Crisis Withdrawals are approved through the Dean of Student's Office. Documentation is necessary and will be kept confidential. The recommendations regarding illness from the Wellness Center will be sent to the Dean of Students. To contact the Dean of Students, please call 928-777-3879 or email Larry Stephan at stephan@erau.edu.

Refunds

The Refund schedule for withdrawal from the University is listed in the Financial Handbook. Exceptions must be approved by the Campus Refund Committee and require a Refund Petition be submitted to the Cashier's Office along with documentation of the reason for the withdrawal. For further information, please contact the Cashier's Office by email pcbursar@erau.edu or phone 928-777-3726.

For Federal Financial Aid Programs

Students who withdraw from all of their classes are subject to the Return of Title IV Federal Financial Aid Programs Policy. The Embry-Riddle Return of Title IV Funds Policy, in accordance with federal regulations, will determine the amount of financial aid funds to be returned. Refund petitions are also reviewed with the Financial Aid Department for any adverse effects on the student's account or eligibility. For more information students should contact the Financial Aid Office at 928-777-3765 or prfinaid@erau.edu. You may also refer to the policy at <http://prescott.erau.edu/financial-aid/applying-for-aid/tools/R2T4.pdf>.

Mailroom

It is in your best interest to return your key and submit a change of address form. We forward all your mail for 2 months. Failure to return your key will prevent your mail being forwarded and a fee will be charged to your account. Contact the mailroom at 928-777-3782 or by email at prmail@erau.edu.

Housing

If a student has contracted for on-campus housing, arrangements must be made to check out of the room and cancel the contract for housing. A refund will be based on the University Refund policy/Housing contract. For additional information you may contact the Housing Office at 928-777-3744 or by email prhouse@erau.edu

Meal Plans

Meal plans are administered by Sodexo and refunds are dependent upon plan/dining dollar usage. For additional information you may contact Dining Services at 928-777-6704 or by email prdining@erau.edu

International Students

International students who withdraw must contact the DSO in the CIPS office PRIOR to withdrawal, as this will have an effect on visa status. Contact Deborah Parris at 928-777-3410 or by email at parrisd3@erau.edu.

ROTC Students

Complete withdrawals from Embry-Riddle Aeronautical University by a ROTC Cadet should be done in conjunction with both ROTC and University officials. Depending on the circumstances, the withdrawing student may or may not be held liable for the money paid to the University on the student's behalf (e.g., scholarship, tuition, fees and book money). In all circumstances, any issued equipment that is not turned-in by the withdrawing student will result in financial liability which, if the liability is not satisfied, can result in wage garnishing and the withholding of grades.

Registration Questions

Questions regarding course registration or student records should be directed to the Records Office at 928-777-3808 or by email to precords@erau.edu.