

Mitigating circumstances are defined as instances which the student was unable to complete a course(s) due to serious illness, death in immediate family, full-time employment shift change, or move from the area. Your tuition may not be refunded. Requests must be made during the semester in question or the immediate subsequent semester. No request will be considered after this time.

Student Full Legal Name (Please Print)							Preferred Phone Number			
First Name		Middle Initial		Last Name						
Germanna Student ID Number							Current Term (Please Check)			Current Year
							Fall	Spring	Summer	20____

Please list the classes for which you are seeking a withdraw:

Course Number	Course Subject-Section	Credits	Last Date Attended According to Faculty	Term and Year Class Taken

PLEASE CHECK ALL THAT APPLY:

ARE YOU RECEIVING GI BILL BENEFITS? YES NO
 ARE YOU RECEIVING GRANT FINANCIAL AID? YES NO
 ARE YOU RECEIVING DIRECT LOANS? YES NO

Are you in the Nursing Partnership Program? YES NO
If YES and the request is approved an updated transcript may be sent to UMW.

If you answered yes to any of these questions you MUST discuss the impact this will have if you are approved AND a representative of that department must sign below

Signature of Financial Aid and/or VA Representative: _____
 Explanation of the financial impact this will have on the student if approved.
 (For Financial Aid and Veterans Affairs use): _____

Please check the reason for your withdraw below and **attach supporting documentation**.

- Personal or family illness
- Geographic transfer or change in the hours or conditions of employment
- Active-Duty military services
- Other circumstances (please explain in the space provided)

 (Please attach documentation)

Students Signature: _____

FOR OFFICE USE ONLY:	Staff Member:	Verified Original Documentation
Approved	Not Approved	Policy Exception
Dean's Signature: _____	Date: _____	
Vice President of Academics: _____	Date: _____	
<small>(need only if Policy Exception box is checked)</small>		
Processed By: _____	Date: _____	