



Application for Student Withdrawal

Student Name (Last, First)	Student ID Number (0123456)	Phone (123) 456-7890
Address (Street, City, State, Zip Code)	Email (Vanguard email only)	
Program	Term of withdrawal	Year
Traditional Undergrad Professional Studies	Fall Spring Summer	

Graduate Program Only

Program	Term of withdrawal	Year
	Fall Spring Summer	
Grad Program Coordinator (Name)	Grad Program Coordinator (Signature)	Date

Reason for Withdrawal

IMPORTANT NOTICE: Failure to attend classes, or neglect of courses does not constitute notice of withdrawal, and may result in the assignment of failing grades. Refund calculations, if applicable, are processed by the Financial Aid Office: FinancialAid@vanguard.edu, and the Office of Accounting Operations: AccountsReceivable@vanguard.edu.

This Application for Student Withdrawal must be completed and returned to the Office of the Registrar by hand delivering the application in person (First floor Scott Building), or by emailing the Application for Student Withdrawal to Records@vanguard.edu from your VU student email account, only. The Office of the Registrar will not accept the Application for Student Withdrawal from non VU student email accounts such as personal email addresses. There are no exceptions. It is the student's responsibility to submit the Application for Student Withdrawal to the Office of the Registrar. A student withdrawal is incomplete until the Application for Student Withdrawal is received and recorded by the Office of the Registrar.

Student Certification: By signing I commit to honoring my financial obligations to the university including repayment of outstanding balances.	
Student Signature	Date

Registrar Use Only

Date Received by O.T.R.	Last Date of Attendance	Date Recorded	Processed By

