

Harrisburg University of Science and Technology

Undergraduate Withdrawal Form

Return completed form to Records and Registration

Name: First: _____ Middle: _____ Last: _____

Student ID: _____ **Mobile Phone:** _____ **Personal Email:** _____

Address: Street: _____ City: _____ State: _____ Zip: _____

Are you receiving VA (Veterans) benefits? Yes No **Are you on an F-1 Visa?** Yes No

NOTE: If you live on campus, please contact the Residence Director to arrange a move-out date and to return keys.

Official withdrawal from a course:
Course Number: _____ Course Name: _____

Official withdrawal from HU, at the completion of current semester. *Effective semester:* _____

Official withdrawal from all courses, with intent to return. *Effective date:* _____ *Semester returning:* _____

Official withdrawal from all courses and HU, with **no** intent to return. *Effective date:* _____

Reason for Withdrawal: _____

I acknowledge that I have read and understand Harrisburg University's Withdrawal Policies as summarized on the reverse side of this form. Full withdrawal policies are published in the University Catalog, available online at the University's website.

Student Signature: _____ **Date:** _____

Students are advised to confer with the following officials prior to making the final decision to withdraw from course(s) and/or Harrisburg University of Science and Technology.

Comments: _____
Student Services: _____ Date: _____

Comments: _____
(Required for full withdrawal only) Financial Aid: _____ Date: _____

Comments: _____
(Required for full withdrawal only) Business Office: _____ Date: _____

Comments: _____
(Required if on E-Sports Team) E-Sports Director _____ Date: _____

Comments: _____
(Required if on an F1 Visa) Designated School Official : _____ Date: _____

Records and Registration Use Only: Verified Academic Impact: _____ Verified Personal Info on Record: _____

Date Received: _____ Effective Date: _____ Date Processed: _____ R&R Staff: _____

Refund Policy for Traditional Semesters

A student who withdraws from the University prior to the end of the third week of the semester may be due a credit for the unearned portion of the tuition charge.

The rate of tuition refund for withdrawal from the University is as follows:

- prior to the first day of a semester 100%
- during the first week 75%
- during the second week 50%
- during the third week 25%
- after the third week 0%

Refer to the Academic Calendar available on the myHU website for exact dates.

Tuition Refund Policy

Tuition for the semester is considered fully-earned at the end of the third week of classes. For refund purposes, the semester begins on the first day of class for that semester, regardless of the student's first class day of attendance during week one. The period of time used to calculate the tuition refund is the first day of class of the semester to the University's determination date of official or unofficial withdrawal.

There will be no refund or additional charges for a student who adds and drops an equal number of semester hours within the same semester prior to the end of the Add/Drop Period.

If a student reduces the number of courses and/or semester hours during the published Add/Drop Period, a tuition adjustment for that course or semester hour reduction will be made, except when the student maintains full-time enrollment status with 12 semester hours or more.

There is no tuition refund when a student withdraws from one or more courses after the Add/Drop Period but remains enrolled in one or more other scheduled courses.

A scholarship payment received from a company or organization is applied to the student's tuition balance. The refund policy does not apply separately to the various types of payments credited to the student's account.

Add/Drop Period and Course Withdrawals

The Add/Drop Period begins on the first day of the semester or subterm and ends after 6 days of classes have occurred (this includes Saturday). A student may make schedule adjustments using an Add/Drop Form available on MyHU, or in Records and Registration to indicate which course is being added and which course is being dropped. The academic advisor's signature is required for all course changes but is not required for section changes of the same course. No course may be added after the end of this period. If a student withdraws from any course after the conclusion of this period a final grade of "W" will appear on the permanent record. The withdrawal deadlines appear on the Academic Calendar for both semesters and subterms.

Official Withdrawal Procedure

Students on an F1 Visa should contact the DSO office prior to submitting a withdrawal form to understand the impact it may have on their SEVIS status.

A student is encouraged to contact the Financial Aid and Business Offices in advance of any decision to withdraw from the University to obtain an explanation of the tuition and financial aid adjustments that will occur, if any, as the result of withdrawal from the program of study.

A student who intends to officially withdraw is encouraged to contact Records and Registration by telephone (717.901.5136), via the R&R Support Portal (<https://reghelp.harrisburgu.edu>), or in person. It is recommended that a Withdrawal Form be completed or one will be completed for you. The determination date for withdrawal purposes shall either be the actual date of formal notification by the student or some future date specified by the student as the intended last date of attendance. The determination date is used to calculate the tuition refund, if any, and the student financial assistance program refund, if applicable.

Withdrawn courses cannot be re-instated.