### WITHDRAWAL FORM
(To withdraw from individual classes during the withdrawal period)

This form is only for students not withdrawing from all classes. If you are withdrawing from all classes, you must complete the Exit Package.

**Name (Print)**

**Course/Dept**

**UNCA ID#**

**Hours with a grade of W**

**I am responsible for returning this form, in person, to the OneStop Center.**

**Tuition and fees are only refunded when a student officially withdraws from ALL courses (exits the university) during the refund period.**

**Dean of Students**

**Date**

**Advisor Signature**

**Date**

**Advisor Signature**

**Date**

**Dean of Students**

**Date**

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**My signature below signifies that I understand:**

- I am responsible for returning this form, in person, to the OneStop Center prior to 5 p.m. on the withdrawal deadline day for the term in which this class is offered.
- A final grade of W will be assigned to the course listed above, and this grade will be permanently recorded on my academic transcript.
- Hours with a grade of W count as Attempted Hours for the purpose of academic standing and tuition surcharge calculations. (initial)
- Pro-rated tuition and fees are only refunded when a student officially withdraws from ALL courses (exits the university) during the refund period. (initial)

**Student Signature**

**Date**

**Instructor Signature**

**Date**

**I have discussed class performance with the student**

**Date**

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**Processed By**

**Date**

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