

PLEASE READ THE FOLLOWING INFORMATION PRIOR TO WITHDRAWING FROM CHSU

Students who wish to voluntarily withdraw or who have been administratively withdrawn must complete the University Withdrawal Form in its entirety and submit the form to the Office of the Registrar to be considered officially withdrawn from California Health Sciences University (CHSU).

The effective date of the withdrawal for students who voluntarily withdraw is the last day of attendance or the date when the withdrawal form is received in the Office of the Registrar, whichever is earlier. Students who voluntarily withdraw may obtain a refund of all charges paid less a nonrefundable fee if they withdraw from courses by the first class session or the seventh day after enrollment, whichever is later. Thereafter, students who withdraw from CHSU may receive a pro-rata refund prior to completion of sixty percent (60%) of the semester. Students who withdraw from CHSU after sixty percent (60%) of the semester are not entitled to any refund.

Students who are administratively dismissed may appeal. The effective date of withdrawal for students who are administratively dismissed will be the date they provide notice that they do not intend to appeal or, if they appeal, the date that the appeal process has been exhausted.

Withdrawing from CHSU can have financial and academic implications that students should consider when making this decision and are advised to review the University Withdrawal Policy and Tuition Refund Policy.

Prior to submitting the withdrawal form, all students who voluntarily withdraw or are administratively withdrawn from CHSU are advised to:

- Meet with their College Office of Student Affairs to discuss the impact of withdrawing from the University and consider all options that may be available.
- Contact the Business Office to discuss any financial consequences of withdrawing.
- Students who have received federal loans or scholarships are advised to meet with the Office of Financial Aid before applying for a withdrawal to determine how withdrawing from CHSU will affect their aid status.

For students who receive Title IV funding, a calculation is done to determine the amount of financial aid that was earned by the student based on the effective withdrawal date. The return of Title IV aid monies can leave students with an unexpected account balance owed to CHSU. Students who have received federal loans are required to complete a Student Loan Exit Counseling session. Exit counseling should be completed online at www.studentaid.gov.

- Students who request to re-enroll after having withdrawn from CHSU must contact the applicable college's Office of Admissions on eligibility to resume studies at CHSU.

University Withdrawal Form

Office of the Registrar

This form should be completed by students who intend to withdraw from the current semester or who are completing the current semester but are not returning to CHSU for the next semester. Completed forms must be submitted to the Office of the Registrar for students to be officially withdrawn from CHSU. The Office of Student Affairs will authorize the student's withdrawal if a withdrawal form has not been received from the student.

STUDENT INFORMATION

Student's Full Name: _____ Student ID #: _____

Mailing Address: _____ City: _____

State/Zip Code: _____ Phone: _____

CHSU Email: _____ Personal Email: _____

Program (i.e., DO, PharmD): _____ Last Day of Attendance: _____

If eligible, do you plan to return to CHSU? ____ Yes ____ No If yes, when? _____

REASON FOR WITHDRAWAL

<u>Student Voluntary Withdrawal</u>	<u>Administrative/Involuntary Withdrawal</u>
<input type="checkbox"/> Financial Reasons <input type="checkbox"/> Medical Reasons (provide documentation) <input type="checkbox"/> Military Reasons <input type="checkbox"/> Personal/Family Reason <input type="checkbox"/> Transferring to another University <input type="checkbox"/> Other: _____	<input type="checkbox"/> Disciplinary Action <input type="checkbox"/> Academic Dismissal <input type="checkbox"/> Student failure to return to CHSU/unable to contact <input type="checkbox"/> Non-Attendance <input type="checkbox"/> Poses a threat to themselves or campus community

REQUIRED SIGNATURES (Student must sign and submit form to Student Affairs to be routed to CHSU officials listed below).

Student Signature

Date

Assistant Dean of Student Affairs (or official designee)

Date

Associate Dean of Academic Affairs (or official designee)

Date

Dean of the College

Date

Forward completed form to the Office of the Registrar for processing.

For Office of Registrar Use Only		
Date Received in OR: _____	Date Processed: _____	By: _____



University Exit / Separation Form

All Students who have finalized their official withdrawal or separation from California Health Sciences University (CHSU) must complete the following checklist as part of the CHSU exit process. Students who have been suspended or on a leave of absence, must also complete the exit/separation form and checklist as part of their temporary separation from CHSU.

Students must return this form, along with all CHSU property, to the College Office of Student Affairs or the Security Office in person or by mail or delivery service to: California Health Sciences University, 2500 Alluvial Avenue, Clovis, CA 93611.

EXIT CHECKLIST OF ITEMS TO BE RETURNED TO CHSU:

- ☐ Student ID Card access Badge and metal name tag
- ☐ Student Parking Hang Tag
- ☐ White Coat
- ☐ HoloLens (for OMS-1 only)
- ☐ Any items belonging to the CHSU Library
- ☐ Any items belonging to CHSU's IT Department
- ☐ Other, please indicate any items not listed above: _____

In signing this form, I understand that my withdrawal may result in financial repercussions. I understand that my financial aid may be adjusted based on the percentage of time I was enrolled in the semester. I understand that withdrawing from CHSU may affect THE repayment status of my student loans. I may be required to complete Exit Counseling if I have received Federal loans. I ACKNOWLEDGE THAT I HAVE BEEN strongly advised to contact the Business Office regarding my student account and the Financial Aid Office if I have received any loans or scholarships.

I understand that part of my exit/separation from CHSU I must return all CHSU property, along with this signed form. I also understand all services provided by CHSU during my enrollment will be terminated as of the effective date of my official withdrawal /separation from CHSU.

Student's Signature

Date

Return form and CHSU property to the CHSU College Office of Student Affairs or the Security's Office

Date Received:

Name:

Items not returned: