Lander University Office of Registrar
320 Stanley Avenue, Greenwood, SC 29649
e-mail address: registrar@lander.edu • website: www.lander.edu/registrar
phone: (864) 388-8398• fax: (864) 388-8028

Copies To:
Advisor Library
Student Accounts Student

Official Withdrawal and /or Temporary Leave Form

Name _____ SID: _____
Last First Middle

Address _____ Major: _____

_____ E-mail: _____@student.lander.edu
City State Zip

Official Withdrawal– For students withdrawing from the current semester or summer session. The Official Withdrawal must be completed and returned the Office of the Registrar, LC122 no later than 5:00pm the last date of classes for the semester in which you are withdrawing.

Effective for: _____ (Semester/Summer Session) _____ (Year)

Reason for Withdrawal: Academic Financial Transfer Personal Job Conflict Family Medical
(Circle one)

Other (please explain) _____ Are you receiving Veteran's Benefits? _____

Temporary Leave – For students planning to return to Lander University within two regular semesters.

Last semester of attendance: ____ Fall ____ Spring ____ Summer 1 ____ Summer 2 _____Year

Semester of expected return: ____ Fall ____ Spring ____ Summer 1 ____ Summer 2 _____Year

Official Withdrawal Policy

I hereby officially withdraw from all classes at Lander University for the remaining of this semester or summer session. I understand that I will receive a grade of "W", withdrawn, for all registered course work. I also understand that if I am eligible for any refund, it will be reduced by any debt I currently owe the University. Any financial obligations I incur to the University must be paid in full before I may register again or receive an official academic transcript.

Temporary Leave Policy

I hereby apply for an official temporary leave from Lander University. Such a leave may be granted for either one or two regular semesters if my academic standing for the last completed term (not including current term) is considered to be of good standing. This contract obligates Lander to furnish me with certain services during the non-enrollment period and allows me to enroll for the mutually-agreed- upon semester/summer session without having to reapply for admission to Lander University.

I have read these terms of agreement for the official withdrawal and/ or temporary leave and obligate myself to abide by them.

_____ _____
Student's Signature Date

Clearance: <u>All signatures must be obtained</u>.

Department	Official Signatures	Date	Other
Student's Major Department Representative			
Financial Aid Counselor LC 111			Recipient of Title IV? Yes or No
Student Accounts Official LC 110			Refund Percentage
Housing Official (If applicable) GC 322			
Registrar's Office Official LC 122		Official Date of Withdrawal	Withdrawal or Drop?