

* = required field

Some content may be updated based on selection



Student Success Center

Phone: 864-388-8308 Email: ssc@lander.edu
320 Stanley Avenue, Greenwood SC 29649

Official Withdrawal and / or Temporary Leave Form

LNumber: * Term Code:

First Name: Middle Name: Last Name:

Lander Email: Alternate Email: * Phone: *

Address: *

City: * State: * Zip: *

Major: * Academic Advisor: *

Are you a verteran or receiving military benefits?

- ☐ Yes - If yes, you will need to meet with the VA coordinator.
- ☐ No

Are you an international student?

- ☐ Yes - If yes, you will need to meet with the Director of International Credentials
- ☐ No

Official Withdrawal – For students withdrawing the Official Withdrawal form must be completed and returned to the Office of the Registrar, LC 109 no later than 5:00pm on the last official date of classes for the semester in which the student is withdrawing.

Complete withdrawal may result in varying effects to your student account. Please be mindful of the following and make sure to check in with the corresponding departments:

-Financial Aid : Financial aid recipients who completely withdraw from the university may be responsible for immediate repayment of funds. The effect of a complete withdrawal on financial aid depends on when the withdrawal is dated and the type of financial aid. To discuss financial aid impacts, please contact the Financial Aid Office, LC 122 at 864-388-8340.

-Tuition and Refunds : The date of a complete withdrawal will determine whether or not a tuition refund will be generated. For more information regarding the refund policy please contact Student Accounts, LC 111 at 864-388-8303.

-Health Insurance : Students should contact their health insurance company to determine if withdrawing will affect their coverage.

-Athletics : Student Athletes need to contact their coach or the Athletic Director to determine current and future impacts on their athletics eligibility.

-Housing : If on-campus, you must contact the Department of Housing and Residence Life to determine the impact withdrawing will have on your eligibility to live on campus, your housing contract, and to arrange an appointment to officially check out. Housing and Residential Life is located in Grier Center suite 322 and can be contacted at 864-388-8266.

I plan to:

- ☐ Withdraw immediately from the university.
- ☐ Complete the current semester and will not return for the next semester.

Which option best describes your reason for withdrawing?

- ☐ Work full or Part time
- ☐ Enroll in another institution
- ☐ Care for home and/or family

- ☐ Attend to medical needs
- ☐ Other

Do you plan to return to Lander University in the future? (See Temporary Leave Policy for students planning to return to Lander within two regular semesters.)

- ☐ Yes
- ☐ No

When did you first attend Lander? Semester: 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 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.