Students desiring to withdraw from courses or an academic program from International American University must complete a Program / Course Withdrawal Form. Program withdrawals are handled by the Office of Student Support. Please return via scan/email to **SSP@iaula.edu** or fax **(213) 262-5759**

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| **STUDENT INFORMATION (To be completed by student)** | | |
| Student Name: | | IAU SID: |
| Tel: | Email: | Program: |

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| **COURSE OF ACTION (check all that apply)** |
| Withdrawal from the enrolled program  Withdrawal from the courses listed below. Currently not enrolled in session. |

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| **COURSES TO BE WITHDRAWN** | | | | | | |
| **Code** | **Course Title** | **Year** | **Term** | **Session (1/2)** | **Classroom-Hybrid/Online** | **Professor** |
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| **STUDENT SIGNATURE** | |  |
| **Student Name Printed:** | **Student Signature or Typed Initials:** | **Date:** |

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| **REASON (check all that apply)** | | |
| Student **voluntary** withdraws for the following reason(s) | Student is **administratively withdrawn** by IAU for the following reason(s): | |
| Transferred to another school  Transfer Upon Recommendation of IAU  Return to my home country  Changed professional / academic goals  Financial hardship  Change of Status Approved, A# / Receipt#  Other, Reason: | Academic dishonesty / plagiarism  Failed to maintain satisfactory attendance  Failed to be significantly active in class  Failed to meet financial obligations  Cancellation | Failed to maintain SAP  Inappropriate conduct or behavior  Did not register  Change of Status Approved, A# / Receipt#  Terminated in SEVIS, Reason:  Other, Reason: |

*(Student Signature & Date not required for Administrative Withdrawal)*

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| ***\*\*\*ADMINISTRATIVE USE ONLY \*\*\****  ***\*\**** *(STAFF MUST FILL IN THE DATE ACTION WAS TAKEN AND INITIAL WHERE INDICATED)* | | |
| ***SSP DATE RECEIVED /INITIALS*** | ***SSP WITHDRAW DATE /INITIALS*** | ***REFUND CALCULATED DATE /INITIALS*** |
| ***SEVIS ACTION:*** **TRANSFER** **TERMINATE : *SEVIS ACTION DATE /INITIALS*** | | ***Reg File Date / INITIALS*** |

*I understand that the withdrawal will not be official until all signatures have been obtained and the form has been returned to the Office of Student Support. I have read the Withdrawal / Refund Policy in the IAU Catalog. No refunds will be given unless all clearances have been obtained. Without properly processing a withdrawal, a grade of “F” may be assigned for the incomplete course(s) and refunds will not be granted. Once this document is signed, I will receive a Refund Calculation to reflectany monies owed to or from me. I understand that if I am an F-1 student, my SEVIS record will not be transferred if I do not pay off all balances owed to the university. In addition, transcripts will not be issued unless all financial obligations to IAU are met. NOTE TO F-1 STUDENTS: Students who are withdrawing from the enrolled program will be TERMINATED upon submitting this form. If a student wishes to transfer to another SEVP Approved institution, you must submit IAU’s Transfer-Out Form and an Acceptance Letter from your new institution where you wish to transfer to safely transfer in ACTIVE Status.*