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| **COURSES TO BE WITHDRAWN** |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| [ ] Student **voluntary** withdraws for the following reason(s) | [ ]  Student is **administratively withdrawn** by IAU for the following reason(s): |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.*