USF
School of Law
Office of the Registrar

UNIVERSITY OF SAN FRANCISCO ◈ SCHOOL OF LAW

PETITION TO WITHDRAW

SUBMIT ALL COMPLETED COPIES TO THE LAW DEANS OFFICE (KN 328)

Students planning to withdraw from the University of San Francisco School of Law are encouraged to make an appointment with the Assistant Dean for Academic Services prior to initiating withdrawal procedures.

The withdrawal becomes final only when this completed form or a written notice of intention to withdraw has been filed with the USF School of Law. Students who simply absent themselves from class without providing appropriate notice of intention to withdraw will have failing grade(s) posted to their record. Withdrawal from the School of Law must occur on or before the last day to drop classes for any semester. For the summer term, a withdrawal applies only to those programs that require summer enrollment.

Students who withdraw from the USF School of Law prior to 5:00 pm on the Census Date of the semester will receive a full refund of tuition and fees. Students who file after 5:00pm on the Census Date will receive no refund. Refunds for room and meal plans are in accordance with the policies of the Office of Residence Life.

Students who are receiving financial aid may be subject to the Federal regulations governing the return of Title IV funds. If you are a financial aid participant, please pay careful attention to the information on the back of this form.

STUDENT INFORMATION

Name (Last, First, MI): _____ **ID #:** | | | | | | | | |

Withdrawal Effective Term and Year: _____
(semester and year)

Permanent Address:

Street: _____

City, State, Zip: _____ Telephone: _____
(include area code)

Reason for Withdrawal:

Student Signature: _____ **Date:** _____

APPROVALS

_____ _____ _____

Assistant Dean for Academic Services **Today's Date** **Official Date of Withdrawal**

2199 Fulton Street, San Francisco, CA 94117
T: (415) 422-6304 F: (415) 422-5443

Law Registrar's Staff Signature: _____ Date Processed: _____

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FEDERAL STUDENT FINANCIAL AID (TITLE IV) POLICY

The Higher Education Amendments of 1998 require that the University calculate prorated student aid eligibility for students who withdraw or take a leave of absence before completing more that 60% of any academic term. Aid awarded to the student and not earned at the time of the effective date of withdrawal or leave of absence will be returned to the Federal Title IV Student Financial Aid Programs. The Title IV programs include the Federal Pell Grant Program, the Federal Supplemental Educational Opportunity (SEOG) Grant Program, the Federal Perkins Loan Program, the Subsidized and Unsubsidized Federal Direct Student Loan Program, and the Federal PLUS (Parents) Loan Program.

Federal regulations require:

1. The amount of unearned Federal financial aid be calculated by measuring the number of days the student completed against the number of days in the term in which the student withdraws or takes a leave of absence;

2. The University Financial Aid Office return to the Title IV program(s) the unearned aid they accepted in payment of charges;

3. And that the University notify the student of his/her responsibility for returning unearned aid he or she received as a refund from the Bursar after all charges had been paid. If aid funds must be returned to the Title IV aid programs, loan funds will be returned before grant funds. Funds received by the Bursar and by the student, if any, will be returned in the following order as long as there is any amount to be returned:

1. Unsubsidized Federal Stafford Loan
2. Subsidized William D. Ford Federal Direct Loan
3. Federal Perkins Loan
4. Federal Direct PLUS (Parents) Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (SEOG)
7. Other assistance programs authorized by the Title IV of the Higher Education Assistance Act

The USF One Stop Office and the Office of Financial Aid have information on this policy for students admitted to and enrolled in the University's degree programs. Examples of repayment calculations are available.