

## Program Withdrawal

This form is used to notify the ESL Institute that you wish to leave the program before the end of the term or will not register for the next term.

Please read the Refund Policy for ESL Classes for any questions about payment refunds.

[www.apsu.edu/esl/tuition-fees/refund-policy](http://www.apsu.edu/esl/tuition-fees/refund-policy)

Last Name \_\_\_\_\_

Student ID # A \_\_\_\_\_

First Name \_\_\_\_\_

### Type of Withdrawal

- I am leaving the program and going home. I plan to leave the U.S. on (mm/dd/yyyy) \_\_\_\_\_. I do not plan to come back to study at the ESL Institute or APSU.
- I am leaving the program and the U.S. for a short time but plan to come back to study at the ESL Institute or APSU after less than 5 months. I will tell the ESL Institute 1 month before I want to return and complete the notice to re-enroll form.
- I plan to come back to study at the ESL Institute or APSU after more than 5 months.
- I am leaving the program and transferring to another school. I need to be at my new school on (mm/dd/yyyy) \_\_\_\_\_.

Are you sponsored by your government or other agency?  yes  no

*If yes, the ESL Institute must tell your sponsor when you withdraw.*

### Why are you leaving?

- Acceptance at another school that starts mid-semester (copy of full admission letter required to complete transfer)
- Financial Reasons: \_\_\_\_\_
- Immigration/Status Change: \_\_\_\_\_
- Health/Medical: \_\_\_\_\_
- Employment: \_\_\_\_\_
- Family/Personal emergency: \_\_\_\_\_
- Other: \_\_\_\_\_

I accept all responsibility for these actions and understand that if I withdrawal after classes begin, I may still be charged for any fees still owed and may not be eligible for refund of tuition and fees according to the ESL Institute Refund Policy.

I understand that my SEVIS record will be changed to withdrawal status on the date of my signature below and I must leave the U.S. in 15 days. Or if transferring, that my record will be transferred to my new school and I must report to my new school immediately.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date