



# SOUTH TEXAS COLLEGE OF LAW

1303 SAN JACINTO ST., HOUSTON, TEXAS 77002

## Withdrawal/ Exit Form

An approved withdrawal without academic prejudice must be obtained from the Registrar in advance of the leave. Requests for such a leave must be submitted in writing with justification for the request. Students who absent themselves from their law studies for a period in excess of two years will be required to reapply for admission with no credit granted for their prior law school study.

**If attempting to withdraw after the last day to drop classes without receiving a failing grade, you must provide a written explanation in the space provided on the back of this form.**

| STUDENT INFORMATION   |                |                   |      |                          |  |
|---|----------------|-------------------|------|--------------------------|--|
| Student Name  |                | Student ID Number |      |                          |  |
|   |                | G                 |      |                          |  |
| Phone Number  | E-mail Address | Student Mailbox # | Term | Last Date Attended Class |  |
| Street Address  |                |                   |      | Apt/Suite No.            |  |
| City  |                | State             |      | Zip Code                 |  |
| <p>I request a Withdrawal Without Academic Prejudice<br/>           Returning Semester: _____</p> <p>I will not be returning to South Texas College of Law</p> <p>Reason for Withdrawal/ Exit:</p> <p>Transfer to: _____</p> <p>Transient to: _____</p> <p>Medical _____</p> <p>Personal _____</p> <p>Other _____</p> <p>Student Signature: _____ Date: _____</p> <p><b>Under the Department of Education Title IV regulations, the Law School may be required to return a certain amount of your federal loan funds to the Department of Education. If you owe the Law School money as a result of our return of those funds, Accounting Services will bill you for the amount you owe the Law School.</b></p> |                |                   |      |                          |  |
| <p>Are you receiving Financial Aid?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Are you receiving VA Benefits?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If yes, you must schedule an exit interview with Financial Aid.    Fin. Aid Office _____<br/> <span style="float: right;">(Initials)</span></p>  |                |                   |      |                          |  |

**Please mail or fax completed form to:**

South Texas College of Law 1303 San Jacinto Street Houston, TX 77002 Attn: Registrar's Office Fax:(713) 646-2939

**FOR OFFICE USE ONLY**

Processed by: \_\_\_\_\_ Date Processed: \_\_\_\_\_

**SFAWDRL: 02 WWAP-Will Return   03 WWAP-Will Not Return   04 WWAP Transfer  
05 WWAP Transient   06 Unofficial WD, Period Midpoint   07 Unofficial WD, Discretionary**

Approved     Not Approved    Registrar Signature: \_\_\_\_\_

cc: Financial Aid  
 Accounting Services

**Withdrawal/Exit Form - continued**

**Please Provide Written Explanation in the space provided:**

A large empty rectangular box with a black border, intended for providing a written explanation.