

# WITHDRAWAL REQUEST FORM

(complete, sign, and email form to: [LawStudentServices@scu.edu](mailto:LawStudentServices@scu.edu))

**Name:**

**Campus ID:**

**YEAR:**

**1L 2L 3L 4L  
FLEX JD LLM**

**Permanent Address:**

**Non-SCU e-mail Address:**

**Cell Phone  
Number:**

Withdrawing may impact financial aid eligibility and may result in additional and immediate financial liability due to required adjustments to aid and tuition.

- ☐ Students receiving financial aid and/or scholarships must meet with a Law School Financial Aid Counselor.

Financial Aid Advisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Students in the full-time JD program must meet with Sr Associate Dean or Delegate in the Law Student Services Office.

Dean or Delegate signature: \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Students in the Flex JD program must meet with the Director of the Flex JD Program.

FLEX JD Director signature: \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Students in the full-time JD program must meet with Law School Registrar or Assistant Registrar in the Law Student Services Office.

Law Registrar or Assistant Registrar signature: \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ Students enrolled in the SCU sponsored health insurance plan should contact Tammy Oh, Cowell Health Insurance Coordinator at (408) 554-2379 or email [toh2@scu.edu](mailto:toh2@scu.edu).

International students on an F-1/J-1 visa must meet with an International Student Services advisor prior to submitting the form to Law Student Services.

- ☐ Met with an ISS Advisor on \_\_\_\_\_

- ☐ N/A

## REASON FOR REQUESTING WITHDRAWAL

Transferring to another Law School? ☐ **Yes:** Name of Law School \_\_\_\_\_

☐ **No:** Reason for Withdrawal \_\_\_\_\_

Please rate the following on a scale of 1 to 6, with 1 being "very satisfied" and 6 being "not satisfied". How satisfied were you with:

Your overall academic experience at the law school?

1 2 3 4 5 6

Your interaction with faculty?

1 2 3 4 5 6

Your interaction with your classmates?

1 2 3 4 5 6

Is there anything the school could have done to encourage you to continue your enrollment?

Any law student considering a withdrawal, and receiving financial aid, should consult with the [Law Financial Aid Office](#) to determine how their financial aid will be affected.

Students who wish to withdraw from the law school must submit the Withdraw Request Form to the senior assistant dean for student services. A student's account balance must be cleared of all charges before diplomas or certifications will be released to the student or other outside agencies.

Students who do not register for classes and meet the financial clearance deadline for any regular academic period will be administratively withdrawn from the law school.

After withdrawal from the law school, a student will not be readmitted without submission of an application for admission; a student must reapply through the Office of Admissions and complete the formal competitive admissions process. The Student Services Office advises the appropriate campus offices regarding student withdrawals. Withdrawing students should contact the ACCESS Card Office for information regarding the process of canceling their card.

I \_\_\_\_\_ understand it is my responsibility to meet with Law Admissions and Financial Aid to discuss the impact of my withdrawal on financial aid eligibility and repayment of my student loans.

I understand that I will have to return all unearned aid to the University, per federal student aid regulations.

I understand I am responsible for paying any balances owed to the University and/or the federal government resulting from any loss of aid eligibility.

I also have read and understand the Withdrawal policy listed in the law school <https://law.scu.edu/student-services/school-of-law-student-bulletin/> and will comply.

Student Signature:

Date:

Approval Signature:

Date: