



# STANTON UNIVERSITY

9618 Garden Grove Blvd., Suite 201, Garden Grove, CA 92844  
Tel.714.539.6561 Fax.714.539.6542 su@stantonuniversity.com

## WITHDRAWAL PETITION

**IMPORTANT: The deadline for submission is the ninth week of the quarter. The effective date of withdrawal used in determining the amount of tuition to be refunded is the date on which the student submits his or her withdrawal form to the Office of Admissions and Records. Read all the information on the second page, complete all the required signatures and return to the Office of Admissions and Records. Tuition refunds are paid or credited to a student within 30 days of filing the withdrawal form.**

Name \_\_\_\_\_ SUID#: \_\_\_\_\_  
Last First Middle

Petition for Quarter (Term):  Winter  Spring  Summer  Fall, Year (20 )

Program (Major): Professional Golf Mgmt.:  AAS PGGCM Business Management:  B.A.  MBA  
Oriental Medicine:  M.S.O.M  DOM

Reason for Withdrawal:

- Medical/ Health  Financial  Transfer to Other School  Personal  Employment  
 Military  Returning to Home Country

**I hearby petition for a complete withdrawal from the university and have read and understand the following terms:**

- I understand this petition will not be processed until I have secured the necessary signatures and returned the petition to the Office of Admissions and Records.
- I understand that any registration I may have completed for a future quarter will be canceled. I understand that I must file a separate readmission/ reinstatement application prior to returning to SU in accordance with the published deadlines.
- The date this completed petition is received by the Office of Admissions and Record is the official withdrawal date.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

*Office of the Registrar Use Only:*

Received By \_\_\_\_\_ Official Withdrawal Date \_\_\_\_\_ Posted Date \_\_\_\_\_

\_\_\_\_\_  
**DAR's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director of Business Affairs Signature**

\_\_\_\_\_  
**Date**



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**International students must seek counseling on the affect of withdrawal on their status and obtain a signature from the Office of Admissions and Records.**

Complete all required information on the first page. Return the completed form to the Office of Admissions and Record. By signing the first page of this form, you certify your understanding of the impacts of withdrawal on all aspects below.

The date the completed petition is submitted to the Office of Admissions and Records is your official date. Any outstanding balance or fees must be taken care of before we can complete your withdrawal process. If you have paid fees and are eligible for a refund please make arrangements to have your refund mailed back to you.

The effective date of withdrawal used in determining the amount of tuition to be refunded is the date on which the student submits his or her withdrawal form to the Office of Admissions and Records. Tuition refunds are paid or credited to a student within 30 days of filing the withdrawal form. A refund of 100% of institutional charges, without penalty or obligation, shall be made of the amount paid, less a \$100.00 application fee for US resident students and a \$200.00 application fee for international students, who meet the following criteria:

- 1) Those whose class or classes were canceled by the University;
- 2) Those who were not officially added by the instructor from a waiting list, and
- 3) Those who officially withdraw by the end of the first class session, or the seventh day after enrollment, whichever is later.

In calculating the refund the University will: (1) deduct the registration fee (the maximum non-refundable registration fee is \$10.00) from the total tuition charge; (2) divide this figure by the number of hours of the program; (3) the quotient is the hourly charge for the program; (4) the amount owed by the student for the purpose of calculating the refund due is derived by multiplying the total hours attended by the hourly charge for instruction calculated in (3), plus the amount of the registration fee specified in (1); and (5) the refund shall be any amount in excess of the figure derived from (4) that was paid by the student to Stanton University.

The student may withdraw from a course after instruction has started and receive a pro rata refund for unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. The University will also refund money collected for sending to a third party on the student's behalf such as license or application fees. If the University cancels or discontinues a course or educational program, the University will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.