



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. *Please submit a supporting document for your reason to withdraw from the school (ex. Copy of plane ticket, copy of green card, copy of change of status, copy of acceptance letter etc.).

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
Culinary Arts: AAS KCA

Reason for Withdrawal:

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

I hereby 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

Director of Admission's Signature

Date

Department Chairperson's Signature

Date

Office of the Registrar Use Only:
Received By _____ Official Withdrawal Date _____ Posted 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 all your 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 \$20.00) from the total tuition charge; (2) in addition, there will be 10 % charge of the total tuition for the Qtr. the Withdrawal is being petitioned for every week that has passed in the Qtr. from the Withdrawal date.

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 in the event 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.