



OFFICIAL WITHDRAWAL - LEAVE OF ABSENCE

Wheeling Jesuit University

Student Name: _____ Student ID: _____

Current Class Level: Freshman | Sophomore | Junior | Senior | Undergrad Evening | Graduate

Please indicate: Off-Campus or Residential Residence Hall & Room # _____

Cardinal Email: _____ @cardinal.wju.edu WJU Box# _____

Major: _____ Academic Advisor: _____

Athletic Participant: No | Yes if yes Affiliated Sports: _____

Declaration of Intent to Vacate from WJU
Please mark the following intent

- Withdraw from Wheeling Jesuit University
- Transfer to another institution named: _____
(name of new institution)
- Leave of Absence with intent to return by: _____
(effective date of return)

Effective Date
LDA Last Date of Attendance

Verification of Acknowledgement

Please read and sign the following

I understand that, by withdrawing or transferring from Wheeling Jesuit University, I may or may not incur a balance once all adjustments have been made by the Financial Aid and Student Accounts offices. I am aware that I am responsible for any balance. I understand that my official transcript will not be released until my balance has been paid.

OR

I understand that, by taking a Leave of Absence, it is my responsibility to contact the Admissions office in order to reenroll. I must complete the Readmission Form:
www.wju.edu/admissions/readmission/form.asp.

Reasons for Leaving (check all that apply):

- Personal/Family Issues Academic Difficulty
- Medical/Health Issues Financial Difficulty
- Student Life Issues Athletic Issues
- WJU does not offer major I want.

Additional Student Comments/Concerns/Complaints:

(If more space is needed use back or attach letter)

Student Signature

Date

Student Check List

- Visit Student Accounts NTTC 2nd Floor (x2222)
- Financial Aid Exit Interview NTTC 2nd Floor (x2304)
Exit Loan Counseling: www.nsls.edu.gov
- Cancel meal plan and/or on-campus housing Contact RA/RD (x2257)
(must turn in room key prior to departure) Make arrangements
- Visit Campus Shop for textbook returns Swint Hall 2nd Floor (x2231)
- Contact Coach (if participating in varsity sport) McDonough Center (x2365)
- Contact EL1 (if international students) IGN G93 (x2412)

Dir. for UG Student Success use only

Cumulative GPA:
Transfer Student: Yes | No

Academic Probation History:

ReEnrollment Conditions:
 Yes (Attach Conditions) NO

DUSS Signature

Date

Personal Email: _____

Permanent Phone: _____

Permanent Address: _____