The John Marshall Law School
Withdrawal Form (Two Sided Form)

Please take this completed form to Financial Aid
(Processing may take up to 5 business days to complete)

Policy Reminder:

- **Complete Withdrawal from the Law School** - Withdrawal is defined as completely withdrawing enrollment from all classes. Complete withdrawal before the beginning of the term start date will result in no financial responsibility. Complete withdrawal from all courses after the term start date will result in tuition charges according to the refund schedule listed on the following web link: **http://www.jmls.edu/registrar/refund-policy.php.**
- When a student drops courses (not a complete withdrawal) after the final drop date, the student will be charged in full for the course.
- When a student completely withdraws from the School, charges are based on the effective withdrawal date determined by the Business Office. Students receiving financial aid are required to first contact the Office of Financial Aid to discuss the impact of a withdrawal on academic progress and financial aid eligibility.
- To withdraw or transfer from the law school, a student must complete the Withdrawal form; bring their completed form to the Office of Financial Aid for approval, and then submit the signed form to the Registrar's Office. All students must complete and submit the form; there are no exceptions to this withdrawal procedure. **A student's effective date of withdrawal is the last date of academic attendance**.
- Ceasing to attend, notifying the professor, or nonpayment of tuition, does not constitute an authorized withdrawal from class and will result in academic as well as financial penalties.
- **Schedule Change** – A Student may add course credits to his/her schedule on eCommons through the first week of the fall and spring term and drop credits to their schedule up through the second week of the fall and spring term. Students may add and drop courses through the first week of the summer term. [Please refer to the academic calendar for the specific add and drop deadlines] After the add/drop period, a student must visit the Academic Service's Office or the Centers for Advanced Studies to change his/her schedule. No changes in schedule after add/drop date will result in refunds.
- Schedule changes made before the official term start date or course start date have no financial impact.

FOR SUMMER ONLY

I am withdrawing from SUMMER CLASSES ONLY and returning in FALL

Student Name _____ **ID #**_____

Student Signature: _____ **Date:** _____

FOR FALL AND SPRING ONLY

This form is to be used to notify the School that you wish to withdraw from the Law School. **If a student borrows federal student loans during their enrollment at The John Marshall Law School and withdraws, for just one or more semesters, students are required to complete a Loan Exit Interview (in order to fulfill federal regulations) through the Office of Financial Aid before this form can be processed.**

☐ **Please check if you are on an F or J visa sponsored by The John Marshall Law School. PLEASE NOTE: You will be in violation of your immigration status if you drop below a full-time course load without prior authorization from an International Student Advisor in the Admission Office. Please contact Melissa Hansen or Jamie Newson regarding your circumstances regarding withdrawal.**

Student Name _____ **ID #**_____

Student Signature: _____ **Date:** _____

Reason: ☐ Medical * ☐ Military * ☐ Transfer_____(School) ☐ Other
(*if withdrawal during the semester is for medical or military reasons a statement from your doctor or copy of your military order must accompany this withdrawal form.)

Date Last Class Attended:_____

Effective Term:_____Fall (YYYY)_____Spring (YYYY) Anticipated return Date _____

I elect to withdraw from The John Marshall Law School with the understanding of the following:

- I am withdrawing from all of my credit courses.
- If I intend to return, I understand I have 84 months from my start date to complete my degree. If in good standing I will contact the registrar's office to reregister. ←84 months is 7 years which is applicable to JD students, however LLM and MS/MJ students have 5 years.
- My course registration for all future semesters will be cancelled. I will need to re-enroll to return.
- The grade "W" will appear in the grade column on my transcript for all courses still in session on the effective date of withdrawal.
- I understand that withdrawing might have a financial impact on my financial aid and health insurance benefits.
- (When applicable) I understand that if I withdraw after the first 31 days of the semester, I will be responsible for the annual premium (student health insurance) and I will maintain enrollment in the annual policy.
- I understand that my withdrawal is effective on the date of last class attended and that I am responsible for any funds owed to the School as a result of any return of funds to lender required by my withdrawal. In the case of my withdrawal resulting in a refund, I understand that my refund, if any, will first be returned to the appropriate lending agencies, in accordance with current federal regulations any residual funds will be returned to me at a later date.

Student Signature: _____ Date: _____

For Office Use Only

Confirmation of Date Last Class Attended _____

Date of Official Notification (for Federal Return of Funds Purposes): _____

Date of Determination (date withdrawal form submitted): _____

Records Office: _____ Date: _____

Financial Aid:_____No Federal Loans:_____

Loan Exit Interview Complete Date: _____

Business Office:_____Date: _____