



1. Student Information

Name (Last, First, MI)

Longwood ID (L#)

Email (non-Longwood)

Date

Access will terminate one year from withdrawal date for myLongwood and email. It is advisable to print an unofficial transcript, degree audit, and any important email correspondence during that time. Please refer to the University catalog for complete withdrawal/leave policies.

2. Withdrawal Information

Effective Date of Withdrawal

Check the box below if you receive **Veteran's benefits**

Permanent Withdrawal Medical Documentation

Name of Doctor Providing Treatment

Check the box below if you receive **Financial Aid**

Supporting Documentation: A letter from your doctor must accompany this request in order for your withdrawal to be approved.

Tuition Appeal Information: Students who withdraw may be eligible for a tuition appeal depending on the withdrawal date, last day of class attendance, financial aid and funding sources. In addition, those who are approved for a Medical Withdrawal may pursue one of the following: (1) Medical Tuition Appeal through the Office of the Dean of Students or (2) Traditional Tuition Appeal through the Office of Student Accounts. The Office of the Dean of Students will explain these options and send eligible students the link to begin the Medical Tuition Appeal process once they have received all documentation including the doctor's note. The form to begin the Traditional Appeal process is available at www.longwood.edu/studentaccounts/tuitionfee-appeals/. If you have further questions please contact the Office of the Dean of Students.

3. Student Approval

I understand that I have officially withdrawn from Longwood University. Any access to residence halls, dining services, student parking (if you have a parking permit is must be returned to Parking Services), and other on-campus resources will terminate within 24 hours of the effective date of withdrawal. I remain responsible for any debt incurred as a student. All withdrawal policies can be found in the University Catalog.

Student's Signature (Electronic Signatures Not Accepted)

Date

Withdrawing can have financial repercussions involving the offices below. It is strongly advised that you contact these offices before finalizing the withdrawal process as you are responsible for any penalty incurred as the result of your withdrawal. **Please initial in the box below to show that you have reviewed this information.**

Financial Aid

1-800-281-4677

finaid@longwood.edu

Residential & Commuter Life

434-395-2080

housing@longwood.edu

Student Accts. & Parking Services

1-800-281-4677

studentaccountsoffice@longwood.edu

*Initials
required*

4. Submission

Longwood University

Office of the Dean of Students

201 High St.

Farmville, VA 23909

Phone: 434-395-2485

Fax: 434-395-2704

careteam@longwood.edu

Registrar's Office Use Only

Processed by

Date

Non-LU Email Updated