



## University Withdrawal Form

### 1. Student Information

Name (Last, First, MI)

Email (non-Longwood)

Longwood ID (L#)

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

Reason for Leaving

Second Reason for Leaving

#### Transfer to another institution

Name of School

Reason for Leaving

Second Reason for Leaving

### 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**I understand that I have officially withdrawn from Longwood University.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 it 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

\_\_\_\_\_  
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 Registrar  
201 High St.  
Farmville, VA 23909

Phone: 434-395-2580  
Fax: 434-395-2252  
[registrar@longwood.edu](mailto:registrar@longwood.edu)

#### Registrar's Office Use Only

Processed by

Date

Non-LU Email Updated