Study Abroad Withdrawal Form

Committed UA study abroad applicants wishing to cancel/withdraw their study abroad application must email this withdrawal form to the Education Abroad Office (EA), StudyAbroad@ua.edu. Students should complete Section A of the form prior to emailing this form.

SECTION A (to be completed by student):

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CWID#:</td>
<td>Major:</td>
</tr>
<tr>
<td>Program Name:</td>
<td>Semester Abroad:</td>
</tr>
<tr>
<td>Reason for withdrawal:</td>
<td></td>
</tr>
</tbody>
</table>

Is this a medical or compassionate withdrawal? □ YES □ NO

Upon receipt, the EA Office will note on the student’s account that a withdrawal form has been submitted. During the withdrawal process, section B (below) must be completed by the EA Office in order to notify important constituents. Keep in mind that this process may take a few days and your application status will not show as withdrawn until the withdrawal process is completed (including any determined refunds or payments due).

SECTION B (to be completed EA Staff):

- □ Notify internal constituents
  - Date: __________________
  - I. Education Abroad Director, Carolina Robinson (carolir@ua.edu)
  - II. EA internal scholarships, Jackie Maye (jmaye@ua.edu)
  - III. Study Abroad Advisor,
  - IV. Program Director (Faculty only, will cancel any accommodations made on the student’s behalf)

- □ Cancel CISI Insurance
  - Date: __________________
  - Notify EA Assistant Director, Chad Berry, (chad.berry@ua.edu)

- □ Determine Refund Amount if any* (refer to refund policy)
  - Amount due/refunded: $_________ Date____________
  - I. Give name of study abroad program and amount of the refund/charge due to the student’s account
  - II. For Faculty-led Programs: Notify Accounting Assistant, Vickey Phillips (vickey.phillips@ua.edu) for refund amount

- □ Drop Course(s) and remove or Adjust Billing
  - Date: __________________
  - I. For CIP Courses: Ask the Office of the University Registrar, (registrar@ua.edu), to drop the course for the student. List student’s Name, CWID, Course number, and CRN
  - II. Notify Student Accounts, Lindsey Graham (lgraham@fa.ua.edu) in after dropping course(s) to remove and/or adjust billing.

- □ Notify Financial Aid
  - Date: __________________
  - Email Jamie Burt (Financial Aid Coordinator) (jamie.burt@ua.edu)

- □ Notify UA Scholarship Office
  - Date: __________________
  - Email Scholarships Office (scholarships@ua.edu)

- □ Inform Student
  - Date: __________________
  - Keep the student informed throughout the process and connect him/her with constituents for follow-up.
  - Finally, withdraw study abroad application.