



### 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](mailto:StudyAbroad@ua.edu). Students should complete **Section A** of the form prior to emailing this form.

#### SECTION A (to be completed by student):

<b>Name:</b>		<b>Date:</b>	
<b>CWID#:</b>		<b>Major:</b>	
<b>Program Name:</b>		<b>Semester Abroad:</b>	
<b>Reason for withdrawal:</b>			

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 Keep in mind that this process may take a few days and your application status will not show as withdrawn until the withdrawal process is completed (including any determined refunds or payments due).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):

<input type="checkbox"/> <b>Notify internal constituents</b>  <b>Date:</b> _____	I. Education Abroad Director, Carolina Robinson ( <a href="mailto:carolir@ua.edu">carolir@ua.edu</a> ) II. EA internal scholarships, Jackie Maye ( <a href="mailto:jmaye@ua.edu">jmaye@ua.edu</a> ) III. Study Abroad Advisor, _____ IV. Program Director (Faculty only, will cancel any accommodations made on the student's behalf)
<input type="checkbox"/> <b>Cancel CISI Insurance</b>  <b>Date:</b> _____	Notify EA Assistant Director, Chad Berry, ( <a href="mailto:chad.berry@ua.edu">chad.berry@ua.edu</a> )
<input type="checkbox"/> <b>Determine Refund Amount if any* (refer to refund policy)</b> <b>Amount due/refunded:</b> <b>\$ _____ Date _____</b>	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 ( <a href="mailto:vickey.phillips@ua.edu">vickey.phillips@ua.edu</a> ) for refund amount
<input type="checkbox"/> <b>Drop Course(s) and remove or Adjust Billing</b>  <b>Date:</b> _____	I. For CIP Courses: Ask the Office of the University Registrar, ( <a href="mailto:registrar@ua.edu">registrar@ua.edu</a> ), to drop the course for the student. List student's Name, CWID, Course number, and CRN II. Notify Student Accounts, Lindsey Graham ( <a href="mailto:lgraham@fa.ua.edu">lgraham@fa.ua.edu</a> ) in after dropping course(s) to remove and/or adjust billing.
<input type="checkbox"/> <b>Notify Financial Aid</b>  <b>Date:</b> _____	Email Jamie Burt (Financial Aid Coordinator) ( <a href="mailto:jamie.burt@ua.edu">jamie.burt@ua.edu</a> )
<input type="checkbox"/> <b>Notify UA Scholarship Office</b>  <b>Date:</b> _____	Email Scholarships Office ( <a href="mailto:scholarships@ua.edu">scholarships@ua.edu</a> )
<input type="checkbox"/> <b>Inform Student</b>  <b>Date:</b> _____	Keep the student informed throughout the process and connect him/her with constituents for follow-up. Finally, withdraw study abroad application.