

## Withdrawal Request Form

**According to Syracuse University policy, a student can only withdraw from a Spring 2017 course only from 04/7/2017 through 05/19/2017.**

If you wish to withdraw from the SU course(s) you have registered for, it is your responsibility, not the instructors, to submit the withdrawal form before the deadline. No withdrawal will be processed via email or telephone notification.

Today's Date \_\_\_\_\_ High School \_\_\_\_\_

Student Name \_\_\_\_\_

Course \_\_\_\_\_ Date student withdrew from course \_\_\_\_\_

Please Note: A withdrawal form does not remove your financial responsibility to the University. Any outstanding balance would still need to be paid and no refunds will be processed.

Student Signature \_\_\_\_\_

Email: \_\_\_\_\_

Parent Signature \_\_\_\_\_

Email: \_\_\_\_\_

Instructor Signature \_\_\_\_\_

Email: \_\_\_\_\_

**Withdrawal Form requires all three signatures**

### Return to

- **Fax to: 315-443-1626**
- **Mail to: SU Project Advance 400 Ostrom Ave., Syracuse, NY 13244**
- **Scanned and emailed to [csigny01@syr.edu](mailto:csigny01@syr.edu)**
- **Email notification to be sent when the drop request has been officially processed**