

UIC JOHN MARSHALL LAW SCHOOL



Withdrawal from School Form

This form is to be used to notify the School that you wish to completely withdraw from UIC John Marshall Law School. Signed forms should be sent to the Law School Financial Aid Office to initiate the withdrawal process.

Student Information

Student Name:

Student ID Number:

Law School Email:

Complete Withdrawal from the Law School: Complete withdrawal is defined as completely withdrawing enrollment from all classes in a given semester. Complete withdrawal before the beginning of the term start date will result in no financial responsibility. Complete withdrawal from all courses after the term start date will result in tuition charges according to the refund schedule listed on the following web link: https://registrar.uic.edu/financial_matters/refund_schedule.php

When a student drops courses (not a complete withdrawal) after the final drop date, the student will be charged in full for the course. When a student completely withdraws from the School, charges are based on the last date of attendance determined by the Law School Registrar's Office. Ceasing to attend class, notifying the professor, or nonpayment of tuition do not constitute an authorized withdrawal from class and will result in academic as well as financial consequences.

All students seeking to withdraw from UIC John Marshall Law School are required to first contact the Office of Financial Aid at FAO@jmls.edu to discuss the impact of a withdrawal on their satisfactory academic progress and financial aid eligibility. If a student borrows federal student loans during their enrollment at UIC John Marshall Law School and withdraws, they are required to complete Loan Exit Counseling online with the Department of Education. The Office of Financial Aid will send an email with instructions. All students must complete and submit the form; there are no exceptions to this withdrawal procedure.

***If you are on an F or J visa sponsored by UIC John Marshall Law School, PLEASE NOTE** a withdrawal by or affecting a student on an F or J visa may affect the student's status to remain in the United States. Such students must meet with their international student advisers as part of the withdrawal process.

Withdrawal Reason

Medical: If completely withdrawing from the Law School during the semester due to medical reasons, a statement from the appropriate certified medical professional must accompany this withdrawal form.

Military: DO NOT COMPLETE THIS FORM. Please refer to the Military leave of absence procedure with the [Leave of Absence Policy](#).

Transfer (to School):

Other (Description):

I intend to withdraw from the Law School effective as of the following semester/term:

Fall Semester (YYYY):

Spring Semester (YYYY):

Summer Term (YYYY):

Authorizations:

Assistant Dean for Student Life & Leadership:

Signature

Date

Executive Director of Financial Aid Office:

Signature

Date

Vice Dean for Academic Affairs:

Signature

Date

***International Student Advisor (if on an F or J visa):**

Signature

Date

I elect to completely withdraw from UIC John Marshall Law School with the understanding of the following:

- I am withdrawing from my current registration. My course registration for all future semesters will be removed and I will need to go through a re-enrollment process to return in accordance with the [Withdrawal from School Policy](#).
- The final grade of "W" will be assigned and appear on my transcript for any courses where the last date of attendance is determined to be between the last day to drop courses and the "Last day to withdraw pass from a course" published in the Academic Calendar (<https://www.jmls.edu/students/academic-calendar/>). The grade of "WF" will be assigned and appear on my transcript for any courses where the last date of attendance is determined to be between the "Last day to late drop with approval and receive "W" grade on academic record" and the end of the term. A notation of "withdrew" will appear on my transcript.
- If I am re-admitted, I understand that I must complete my degree requirements within the published timeframe in the Time Limits for Degree Completion Policy (<https://www.jmls.edu/policy/pdf/student/time-limits-degree-completion.pdf>).
- I understand that withdrawing might have a financial impact on my financial aid and school health insurance benefits. I understand that if I withdraw within the timeframe when I receive a 100% refund of tuition and fees (see

https://registrar.uic.edu/financial_matters/refund_schedule.php), my CampusCare enrollment will be cancelled and fees refunded; it is no longer an option for me to remain in CampusCare. If I withdraw within the timeframe when I receive at most a partial refund, I will be responsible for the semester CampusCare premium and I will maintain enrollment in the annual policy unless I am still eligible to submit a waiver request. I will also be charged a \$50 CampusCare fee.

- My withdrawal is effective on the date of last class attended, and that I am responsible for any funds owed to the School as a result of any return of funds to lender required by my withdrawal. In the case of my withdrawal resulting in a refund, I understand that my refund, if any, will first be returned to the appropriate lending agencies, in accordance with current federal regulations any residual funds will be returned to me at a later date.

Student Signature

Date

Please submit this form to the Law School Financial Aid Office to initiate your complete withdrawal. The student's completed form must then be submitted to the Law School Registrar's Office.

Office Use Only

Date of Official Notification:

Date of Determination (date withdrawal form was submitted):

Last Date of Attendance:

Law School Registrar's Office:

Received Date

Processed Date

Initials