

Texas Woman's University  
Office of the Registrar

### Term Withdrawal Request

Use this form only for removal from ALL courses within a term.

\*If you will be remaining in at least one other course for the remainder of the term, please use the [Drop/Add](#) request.

Term to be withdrawn from: \_\_\_\_\_ Student ID: \_\_\_\_\_ Phone: \_\_\_\_\_  
(example: 2024 Fall) (7-digit student ID) (area code) ###-####

Last name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Local Address or Residence Hall Room: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_  
(Street number and name) (City) (State) (Zip code)

**Are you:**

- An International Student:
- A Financial Aid Recipient:
- A Student Athlete:
- Utilizing VA Benefits:

**If you are eligible to receive a refund:**

- Apply to a future semester
- Specify term: \_\_\_\_\_
- Apply to Credit card used in online payment.  
(Mandatory if a credit card was used for online payment.)

Reason for Withdrawal: \_\_\_\_\_

The deadline to withdraw from the term is published on the [Academic Calendar](#). You must submit this request before the deadline published in order to be eligible to withdraw from the term. \*A term withdrawal removes you from all courses within the term but does not remove you from the university.

**You must read and initial your agreement to each statement below:**

<u>Initials</u>	I hereby request to be withdrawn from current semester/term subject to all regulations pertinent to withdrawal and refunds, and affirm the above information is correct. I understand that subsequent registration (or re-admission) must be in accordance with the University's regulations in effect at the time.
	I understand the effective date of this term withdrawal will be the same as the date it is <b>received</b> by the Office of the Registrar.
	I have read and understand the term withdrawal refund schedule, and understand this schedule is final. <a href="https://twu.edu/bursar/dates/">https://twu.edu/bursar/dates/</a> Students who withdraw receive a refund of a percentage of their tuition as defined by Texas Education Code 54.5006 for any term enrolled. The percentage varies according to the student's effective withdrawal date. Refund policies are established by, and are subject to change by, the Legislature of the State of Texas and are applicable to complete withdrawals.
	If I am eligible for any refund, I am aware that it will be computed as of the effective date of this withdrawal action and may be reduced by any debt I currently owe the university or my failure to complete the withdrawal process.
	I understand that all my financial obligations to the University must be paid before I will be eligible to register again.

By my signature below, I acknowledge that I have read and fully accept the information and terms stated on the Term Withdrawal Request form.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*If electronically signed, this form **must** be submitted from your TWU e-mail address.*

**Submit the completed and signed request to [registrar@twu.edu](mailto:registrar@twu.edu).**