

## Requirements for Withdrawal

Students who elect to withdraw from the university must fill out the official withdrawal form (available on the Registrar's web page) and submit the form to the Registrar's Office. Students who intend to drop all courses in a semester are considered as withdrawing from the university and must fill out the official withdrawal form. Any forms submitted outside business hours, during weekends or holidays will be processed and effective the next business day. Failure to complete a withdrawal form will result in the recording of the grade of "F" for all courses at the end of the term. Administrative withdrawals are executed when a student appears to no longer be active within the school and fails to submit an official withdrawal form. Students who are administratively withdrawn for non-attendance are not entitled to a refund of tuition or fees. Students withdrawing receive a "W" for each course in which they are enrolled.

### Instructions:

**To fill in a withdrawal form**, students need to login to their Portal and click on the **FORMS** tab. They can access to their Portal:

- 1) from the tab **NAU Portal** on the NAU website ([na.edu](http://na.edu))
- 2) by typing [portal.na.edu](http://portal.na.edu) to their browser
- 3) from Registrar's page at <https://www.na.edu/students/registrar/#forms>

Under the FORMS tab they will need to click on **Official Withdrawal Form** link

When they click, there is a Form which consists of 3 mini windows:

- 1) **Student Information** where students need to fill out Residency Status, Last Date of Attendance, Telephone Number, Mailing Address, Email Address. After completing, they click the Next button to go to the next window.
- 2) **Withdrawal Reasons** where they answer questions about why they are withdrawing from NAU. After completing this part, they click the Next button to go to the last window.
- 3) **Acknowledgement and Finish** where they read obligations and information about financial aid, F-1 and J-1 visas, Student housing and Meal plans. After acknowledging they sign by writing their name at the bottom.

They need to click the **Submit** button to finish their withdrawal application.