

Late Withdrawal Request Form

Who needs this form?

- Students who feel they meet the criteria to request a late withdrawal.
- Course withdrawals are allowed up to and including week 6 of term courses and week 12 of semester courses.
- Withdrawals are not allowed after the above stated period unless there are documented extenuating circumstances.
- Requests lacking valid reasons or documentation will be denied.

Checklist for Students:

- Familiarize yourself with withdrawal policy, dates, and deadlines.
- Gather the appropriate documentation to support late withdrawal request.
- Complete this form and submit it along with supporting documentation to the Academic Services Office (maida.kojic-mcandrew@webster.ac.at)

Student Information

Name:

Student ID #:

List courses you wish to withdraw from using full course codes (ex: *BUSN 1000/50; INTL 1050/50...*):

Semester/Term: SU FA S FA 1 FA 2 SP S SP 1 SP 2 Year: 20____

Please explain the circumstances that prevented an on-time withdrawal (you may include additional pages if necessary):

Student Information

I confirm that I have read and understand the policy on late withdrawals. I am eligible to make this request and have submitted supporting documentation.

Signature: _____ Date: _____

For Office Use Only

Received _____

Approved _____

Denied _____

Your privacy is important to us. It is our goal to be sensitive and respectful of your personal information and to adhere to all facets of the GDPR regulation. Please be aware that all personal data you provide are subject to our privacy notice which can be found at: <http://webster.ac.at/student-privacy-notice>

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