



Application for Withdraw or Withdraw with Intent to Return

Policies regarding withdraw and withdraw with intent to return may be found in the ***University Catalog***. Please consult University or College Student Affairs for assistance in interpreting these policies and guidance with your decision. If your request is due to an illness or disability that you would prefer to keep confidential, please meet with Student Disability Services (StudentAffairs@ketchum.edu).

Step 1: Student fills out this portion

Student:

ID:

College:

Class of:

I hereby request the following:

☐ **Withdraw from** _____/_____ **(term/year)**

☐ **Withdraw with Intent to Return (WIR) from** _____/_____ **(term/year)**

Last day of my attendance _____,
was/will be: **20** _____ *

*This date will determine your tuition refund rate. Please see the University Catalog for more information.

I have read, understand and accept all conditions pertaining to my status as a professional student at Marshall B. Ketchum University. If withdrawing from the University, with or without intent to return, I understand that I must complete exit interviews.

Student's Signature:

Date:

Step 2: Program Dean/Director or Designee fills out this portion.

Dean/Director's Approval: ☐ **WIR has been approved and will be returning on** _____/_____ **(term/year) under the new class year** _____

☐ **WIR has been denied** ☐ **Acknowledgment of Withdraw**

Dean/Director's Signature:

Effective Date:

Step 3: College dean/director or designee sends approved form to StudentStatus@ketchum.edu.

Step 4: College dean/director or designee sends necessary documentation (e.g., new academic plan, conditions of readmittance, etc.) to registrar@ketchum.edu.