

**Active Military Duty Request to Withdraw  
(You will receive a copy of this request for your records)**

1. Name: \_\_\_\_\_ 2. KUID/EMPLID: \_\_\_\_\_

3. Copy of Military Orders: \_\_\_\_\_ Yes \_\_\_\_\_ No (See Number 6 below)

4. Forwarding Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The address above is the one we will use to mail any future KU information or refunds.

5. E-mail address we can use to contact you: \_\_\_\_\_

6. If you do not have a copy of your MILITARY ORDERS or a FORWARDING ADDRESS, please mail or fax them to us in the next few days. **In order to process this request we must have a copy of your orders.**

Send to: Veteran Services  
 Office of the University Registrar  
 KU Visitor Center, 1502 Iowa St.  
 Lawrence, KS 66045  
 785-864-4423  
 785-864-3900 (FAX)

7. WITHDRAW from all classes? \_\_\_\_\_ Yes \_\_\_\_\_ No (If no, go to number 8.)

If YES, the following students must use a paper withdrawal form (if withdrawing on or after the first day of classes):

- Pharmacy
- Undergraduate Engineering
- Undergraduate Architectural Engineering
- AEC
- Law

The form can be found at (<https://registrar.ku.edu/sites/registrar.ku.edu/files/service/docs/Withdrawal%20form.pdf>). Once it has been signed by the Dean or Dean's representative of your School it must be submitted to the KU Visitor Center.

Withdrawal form completed, signed by Dean of Dean's representative attached? \_\_\_\_\_ Yes \_\_\_\_\_ No

All other students log into [Enroll and Pay](#) > Click on "Student Center" > Click on "Drop/Withdraw All Classes" > Select the appropriate term and follow the instructions.

8. I wish to **WITHDRAW** from the following CLASSES:

CLASS	NOTES
_____	_____
_____	_____
_____	_____
_____	_____

I wish to **STAY ENROLLED** in the following CLASSES:

CLASS	NOTES
_____	_____
_____	_____
_____	_____
_____	_____

9. Decisions about grading or incompletes are decisions made by the faculty on the basis of the work you have completed to date and the rules governing the course.

**There is a full 100% refund for classes from which you withdraw and no adjustment for classes in which you remain enrolled, even if you are requesting a grade of incomplete in those classes.**

10. If you have student financial aid, would you like for us to notify the Office of Student Financial Aid for you?  
\_\_\_\_\_ Yes      \_\_\_\_\_ No, I will contact Financial Aid myself.      \_\_\_\_\_ Not Applicable
11. If you have a contract with Student Housing would you like for us to notify the Office of Student Housing for you?  
\_\_\_\_\_ Yes      \_\_\_\_\_ No, I will contact Housing myself.      \_\_\_\_\_ Not Applicable
12. If you want to request a partial refund of your parking permit, please return it to Parking or give it to us and we will return it the Parking Department.
13. Is there anyone else at KU you would like us to contact on your behalf?

NAME: \_\_\_\_\_  
OFFICE: \_\_\_\_\_  
CONCERN: \_\_\_\_\_

14. When do you plan to return to KU?      Spring \_\_\_\_\_ (year)      Summer \_\_\_\_\_ (year)      Fall \_\_\_\_\_ (year)

15. Would you like to remain/become a part of the email list? \_\_\_\_\_ Yes \_\_\_\_\_ No

16. Is it okay if we release your name and address to organizations wanting to send you care packages? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, who can we contact to retrieve your deployment address?

Person: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

The Office of the University Registrar and Veterans' Services can assist you with your return to KU. Contact us as soon as you know when you'll be returning and we will help you with this process. If you will be gone from KU three semesters or more, you will need to contact the Office of Admissions to be readmitted.

Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Request received by: \_\_\_\_\_ DATE: \_\_\_\_\_

**Office Use Only (Emails sent to: )**

_____ Computer Center	_____ Residency
_____ Veterans Services	_____ OIRP
_____ Student Financial Aid	_____ Other (specify): _____
_____ Bursar's Office	_____ Other (specify): _____