

**Saint Louis University - Madrid Campus**  
**Petition for Complete Drop/Withdrawal**  
**with Registration Hold**

**Form**  
**#9**

Section 1  
Student

Student Name \_\_\_\_\_

Student ID \_\_\_\_\_

Student Email \_\_\_\_\_

Primary Program/Major \_\_\_\_\_

Total Earned Hours \_\_\_\_\_

Student Phone # \_\_\_\_\_

Section 2  
Withdrawal

Semester (fall/winter/spring/summer and year) \_\_\_\_\_

Please check if you do not intend to return to Saint Louis University

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**This petition is for a complete drop/withdrawal; if not completely dropping/withdrawing submit the *Petition to Withdraw from Course After the Late Registration Period***

Section 3  
Not Returning

**If you checked you do not intend to return to Saint Louis University**

Please indicate the main reason you are leaving Saint Louis University.

- ☐ Academic reasons
- ☐ Financial reasons
- ☐ Social and campus life
- ☐ Personal health issues
- ☐ Personal reasons other than health
- ☐ Other

**Please elaborate on the main reason you are leaving Saint Louis University.**

Will you be transferring to another institution?    Yes    \_\_\_\_\_    No    \_\_\_\_\_

If Yes, what institution? \_\_\_\_\_

If No, what do you plan to do? \_\_\_\_\_

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**Section 4**  
**Acknowledgements**

**I understand and acknowledge that:**

- \* By completing this petition students are authorizing the Office of the University Registrar to drop/withdraw all enrolled courses for the semester identified on this petition.
- \* By checking "Please check if you do not intend to return to Saint Louis University" students are authorizing the Office of the University Registrar to close their student record and drop all enrolled courses for future semesters.
- \* When withdrawing from course(s) after the late registration period a grade of "W" will be assigned to the student's academic transcript.
- \* Students intending to return to Saint Louis University must be approved for a Leave of Absence otherwise must re-apply to Saint Louis University.
- \* A semester withdrawal will affect the following:
  - Scholarship/Financial Aid - Students receiving any scholarships or financial aid should consult with their Student Financial Services counselor.
  - Tuition Charges – Students should reference the Refund Policy found on the Tuition and Fees website.
  - Visa Status - International students must consult with the Office of Student Life concerning conditions of their student visas.
  - Housing - Students residing in on-campus housing should consult with Housing in Student Life.

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**Student Signature**

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**Date**

**Form Procedures**

1. Student completes sections 1, and 2.
2. If not returning to Saint Louis University, student completes section 3.
3. Student acknowledges policies related to a complete withdrawal by signing in section 4.
4. Student submits petition to the Office of the University Registrar.
5. Office of the University Registrar updates student's record.

Registrar's Office

registrar-madrid@slu.edu • <https://slu.edu/madrid>