



WHEELING JESUIT UNIVERSITY

# OFFICIAL WITHDRAWAL/LEAVE OF ABSENCE FROM THE UNIVERSITY

Name: \_\_\_\_\_ WJU ID#: \_\_\_\_\_

Current Class Level:  Freshmen  Sophomore  Junior  Senior

Circle one: *Commuter or Residential* Residence Hall name: \_\_\_\_\_

WJU Email Address: \_\_\_\_\_@cardinal.wju.edu WJU Box#: \_\_\_\_\_

Major: \_\_\_\_\_ Advisor: \_\_\_\_\_

Please mark one of the following options, I intend to:

WITHDRAW from Wheeling Jesuit University effective \_\_\_\_\_

TRANSFER to another institution effective \_\_\_\_\_

Name of new institution \_\_\_\_\_

Take a LEAVE OF ABSENCE effective \_\_\_\_\_

I intend to reenroll at Wheeling Jesuit University effective \_\_\_\_\_

*I understand by withdrawing or transferring from Wheeling Jesuit University, I may or may not incur a balance once all adjustments have been made by the Financial Aid and Student Accounts offices. I am aware that I am responsible for any balance.*

**OR**

*I understand by taking a Leave of Absence from Wheeling Jesuit University, it is my responsibility to contact the Admissions office in order to reenroll.*

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

**Officially approved with the signature of the Director for Undergraduate Student Success**

\_\_\_\_\_  
(Director for Undergrad Student Success Signature)

\_\_\_\_\_  
(Date)

**Please mark all of the reasons for leaving Wheeling Jesuit University**

- Personal/Family Issues
- Medical/Health Issues
- Academic Difficulty
- Financial Difficulty
- Transferring
- WJU does not offer major I want
- WJU Services *i.e. Residence Life, meal plan, IT, Health Center, etc* \_\_\_\_\_
- Other \_\_\_\_\_

***Additional Student Comments:***

---

---

---

**Student Check List**

- Complete Financial Aid Exit Interview N\*TC 242
- Cancel on-campus housing *and/or* meal plan Must turn in room key prior to leaving  
Contact RA/RD & make arrangements
- Visit Student Accounts N\*TC 252
- Textbooks Swint Hall
- Athletic Department \_\_\_\_\_ Contact Coach
- Request Official Transcript Online or through the Registrar
- Personal email address \_\_\_\_\_
- Best phone number \_\_\_\_\_

***Director for Undergraduate Student Success Use Only***

Cumulative GPA =

Earned credits =

ENG 095      ENG 096      MAT 096