GRADUATE STUDENT INSTRUCTIONS
FOR WITHDRAWING FROM THE UNIVERSITY

WARNING:
Withdrawing from the University could be more costly than you realize.

If you are receiving federal funds (Stafford, or Plus Loans) and you withdraw from the University after the 100% refund date, you are responsible for reimbursing Coastal Carolina University for the federal funds that the university must repay on your behalf.

Eligibility for any refund of tuition/fees/charges is based on the validation date stamped on the completed withdrawal form (if submitted within seven days) and the published refund schedule.

If you are eligible for any refund, it will be reduced by any debt you currently owe the University and/or by any financial aid received from the University.

Refund checks will be mailed to your permanent address on record with the Office of the Registrar.

Withdrawal from the University after the last day to drop with no academic record will result in assignment of grades of “W” or “WF” in all courses. If extenuating circumstances exist, consult your academic dean.

Any financial obligations you may incur to the University must be paid in full before you may register again.

1. The “Graduate Studies University Semester Withdrawal” form must be obtained from the Office of Graduate Studies located in the Singleton Building, room 117.
   a) The top portion of the form, including student signature and date, must be completed in the Office of Graduate Studies when the form is obtained.
   b) A counseling session within the Office of Graduate Studies will take place explaining the ramifications of withdrawing. At that time the Office of Graduate Studies will date stamp the form, which will begin the seven (7) day validity period for the form.

2. The student will then make appointments with Financial Aid and Scholarships (Kingston Hall, room 134; 843-349-2313) and the Office of Student Accounts (Evergreen Hall; 843-349-2159) to discuss the financial ramifications of withdrawing from the University. After each counseling session, the department representative will affix his/her signature to the form.

3. If living in student housing, the student will make an appointment to meet with a University Housing representative (Waccamaw Hall, room 129; 843-349-6400.) Appropriate procedures will be followed (as determined by the University Housing representative.) At the conclusion of the meeting, the University Housing representative will affix his/her signature to the form.

4. International students must meet with the University’s SEVIS Officer in the Office of International Programs and Services (Singleton Building, room 119; 843-349-2054). At the conclusion of the meeting, the SEVIS Officer will affix his/her signature to the form.

5. The completed form must then be submitted to the Office of Graduate Studies (Singleton Building, room 117; 843-349-2394). The student will relinquish his/her Student Identification Card to the Office of Graduate Studies at the time the completed form is submitted. A copy of the submitted University Semester Withdrawal-Graduate Studies request form will be provided to the student.

Note: Steps 1-5 must be completed within seven (7) calendar days. Financial aid will be prorated from the original date.