

WITHDRAWAL APPEALS FORM
OFFICE OF THE REGISTRAR
BOX 70561 ETSU
JOHNSON CITY, TN 37614
ROOM 101 BURGIN DOSSETT HALL

This form should only be used by students who have **completely withdrawn** from the university. The information provided will be used to appeal a refund of institutional tuition and fees and, where applicable, for Financial Aid, the Tennessee Education Lottery Scholarship Program, Housing, and/or for graduate students' assistantships and tuition scholarships. Your withdrawal **will affect your financial aid eligibility** (including the Tennessee Education Lottery Scholarship award) and may affect your eligibility for scholarships for future terms.

Please provide contact information for where you can be reached after your departure from the university. Please print or type:

NAME: _____ E #: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP CODE: _____

PHONE #: _____ E-MAIL: _____

DATE YOU WITHDREW: _____ FOR SEMESTER/YEAR: _____

Attach a detailed letter (typed or legibly written) explaining your reasons for this appeal. You should include an explanation of how your medical or personal condition has affected your ability to finish the semester. Documentation supporting the appeal should include:

- **An appeal based on personal illness/injury must be documented by a statement from a licensed medical professional stating that withdrawal was necessary due to the health of the student.**
- **An appeal based upon a death in the immediate family can be verified with a copy of the obituary. Immediate family includes spouse, child, stepchild, parent, stepparent, foster parent, parent-in-law, sibling, grandparents, and grandchildren.**
- **An appeal based upon military deployment can be verified with an official copy of your military orders or a statement signed by your commanding officer.**
- **An appeal for any other reason must be supported by appropriate written documentation.**

The appropriate committee(s) will not review an appeal until all the requested information has been received. You will receive a response after the committee has had sufficient time to review the appeal and make a decision.

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