

Lincoln University

Oakland, California



Instructions for Withdrawal Form

What is the Purpose of the form?

This form is required for students who would like to withdraw in an academic term or withdraw from the university permanently

How is the Form Used?

Students must

- Fill out the **Withdrawal Form** along with **Notice of Cancellation Form**. Students can also ask for refund by using **Request for Refund** form.
- Submit the form to **Admissions** and **Registrar Office**

Note

The University's refund policy will be applied to this withdrawal procedure. Please see the University's academic catalog and your enrollment agreement for details. If you have registered for the current academic term, you are required to pay a withdrawal processing fee of \$95.00 (nonrefundable) to the Accounting Office of the University.

Instructions

Please provide information below

- Put the accurate name
- Put the accurate student ID number.
- Put the current mailing address like street and apartment number, city and state with zip code
- Put your telephone number
- Put the contactable email address
- Put your program (DBA, MS, MBA, BA, BS, AS, UT, or Certificate) and concentration

Please tick to select to withdraw from only “this academic term” or from “the university permanently”

Please put your signature and the current date in MM/DD/YYYY format

**Please leave the second half of the page blank for the university use only.