



ROBERT D. CLARK HONORS COLLEGE

Temporary Withdrawal Form

DEADLINE: Monday of the second week of class for the term in which you are permanently withdrawing.

Name _____ Student ID _____
Last First Middle

Email _____ Phone _____

Permanent Mailing Address _____

Last Enrolled: _____ Anticipated Return: _____
Term Year Term Year

Please cite reason(s) for temporary withdrawal below:

- Overseas Study (Location): _____
- Financial (Speak with the Director or Business Manager)
- Medical Personal Other: _____
please explain

CLARK HONORS COLLEGE TEMPORARY WITHDRAWAL POLICY

THIS PROCESS MUST BE COMPLETED BY THE MONDAY OF THE SECOND WEEK OF CLASS FOR THE TERM YOU WANT THE WITHDRAWAL TO TAKE EFFECT. The Resource Fee will not be charged while a student is enrolled in an overseas study program *only* if the student notifies the CHC Office by way of this form. Resource Fees will be charged if Clark Honors College students are on campus, but not enrolled in HC courses. Resource Fees will not be refunded for terms preceding temporary withdrawal. For Resource Fee Terms and Conditions, please refer to the original letter which was mailed to you upon your admission to Clark Honors College or to honors.uoregon.edu/admissions/expenses.

My signature below indicates that I have read the above and understand my responsibilities. I will contact the CHC Office in writing upon my return so that my file can be reactivated for academic and advising purposes.

Signature: _____ Date: _____

Please turn in the completed form to 320 Chapman Hall or mail it to the following address:
 Robert D. Clark Honors College, 1293 University of Oregon, Eugene, OR 97403-1293

Office Use Only

Temporary Withdrawal

1. Student Records and Access

- Academic Coordinator** _____ date _____ initials _____
- Recorded in withdrawal/leave spreadsheet
 - First term of Temporary Withdrawal (term code) _____
 - Anticipated return (term code) _____

2. Financial Processing

- Central Support Coordinator** _____ date _____ initials _____
- Registration during temporary leave:
 - registered in UO overseas study
 - not registered at UO
 - other _____
 - No resource fee charged beginning (term code) _____
 Amount \$ _____
 Recorded in: Banner Fee spreadsheet
 - Do not award Resource Fee Scholarship (RFS) _____ through _____
 - Recorded in RFS spreadsheet
 - Notified UO Financial Aid via email

3. Other Scholarships

- Student Services Coordinator** _____ date _____ initials _____
- Scholarship name: _____
- Comments: (continue on back) _____

4. Return form to Academic Coordinator

- Actual return (term code) _____
- Resource fee charged beginning (term code) _____