



BYU Evening Classes
 211 Harman Continuing Education Building
 Provo, UT 84602
 (801) 422-2872 / Fax: (801) 422-0729
 E-mail: evening_classes@byu.edu
 Website: ce.byu.edu/ev/

REQUEST FOR DISCONTINUANCE

Evening Classes Students Only

Date Out _____

Date	Semester/Term	Withdrawal from the University does not become effective until this form has been submitted to the Evening Classes office.
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IF YOU ARE REGISTERED FOR OR HAVE COMPLETED A FIRST BLOCK CLASS, CONTACT EVENING CLASSES BEFORE COMPLETING THIS FORM.

INSTRUCTIONS:

1. After reading the instructions, complete the Request for Discontinuance form.
 - A. If you are receiving multicultural financial aid, the Multicultural Student Services Office (1320 WSC) must sign below.
 - B. If you are an International student, the International Office (1351 WSC) must sign below.
2. You must obtain instructors' signatures if you are discontinuing after the withdrawal deadline (sixth week of the semester or the third week of the block/term). A passing or failing grade will be associated with any withdrawal from a course beginning with those weeks. A failing grade will be recorded in classes for which there is no instructor signature. (See back of form)
3. Submit completed form to the Evening Classes office. Completed forms may also be faxed or mailed to address above.
4. Any student who has received federal financial aid (Pell Grant, SLS, or PLUS loans) will have SOME OR ALL of the refund returned to those programs.
5. Discontinuance on or after the first day of class will result in a withdraw date posted on the student's transcript. The withdraw date coincides with the date the student discontinues.

Clearance Signatures:

Multicultural Office _____

International Office _____

Student Name _____
Last _____
First _____
Middle _____

Name (Last, First, Middle)	Age	BYU ID
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Mailing Address	City	State	Zip Code
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Telephone	E-mail Address	May we contact you by email?	Are you a U.S. citizen?
		Yes No	Yes No

How was your tuition paid? **(Check all that apply)**

Multicultural Financial Aid	Veteran's Benefits	State Rehabilitations	Stafford Loan	Check
BYU Benefits Office	BYU Loan	SLS/PLUS Loan	Pell Grant	Not Yet Paid
BYU Scholarship	Off-Campus Scholarship	Wooley/GSM Loan	Credit Card	Other _____

Did you purchase a BYU Medical Plan?	Have you attended your classes?	Do you live in on-campus housing?	Do you need to sell back your books?
Yes No	Yes No	Yes No	Yes No

Reason for discontinuance: **(Check only one)**

Family Reasons	Medical or Illness	Financial Reasons	Registration Problems	University Request/HCO
Personal Reasons	Illness at Home	Mission	Class Canceled	University Request/Academic
Vacation/Break	Employment	Marriage	Academic Problems	University Request/Other
Changing Major	Lack of Interest	Graduated	Transfer to Another Univ.	Independent Study

I certify that I have read the instructions and the above information is correct. I understand that if I am a BYU student employee, I will be terminated immediately from my BYU employment (fall & winter semesters only). I realize that any money owed the University will be deducted from my refund and understand the existence of delinquent financial accounts will result in holds on my University records. Any additional funds will be refunded to my credit card or mailed to the address I have listed on Route Y. **Note: Due to the size of discontinuance lists at the beginning of the semester, refunds and account adjustments can take approximately 2-3 weeks to process. Due to federal regulations and time constraints financial aid adjustments must be processed first. If you have questions about your refund please contact Financial Services at 422-4104.**

Student Signature

For Office Use Only	Notes	_____ Discontinuance Effective _____ Date Processed
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Grade and Attendance Report Section

Only complete this section if you are discontinuing after the withdraw deadline (sixth week of the semester or third week of the block/term). A passing or failing grade will be associated with any withdrawal from a course beginning with those weeks. A failing grade will be recorded in classes for which there is no instructor signature.

Student Name (Last, First, Middle)	BYU ID or SS #
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INSTRUCTORS: Please indicate whether the above mentioned student should receive a “W” (officially withdrawn) or “WE” (officially withdrawn but academically failing) grade for your class **as of the day the student stopped attending your class**. Any questions may be directed to the Evening Classes Office, 422-2872.

Class	Credit Hours	(Check One)	Instructor’s Signature
		<input type="checkbox"/> W <input type="checkbox"/> WE	
		<input type="checkbox"/> W <input type="checkbox"/> WE	
		<input type="checkbox"/> W <input type="checkbox"/> WE	
		<input type="checkbox"/> W <input type="checkbox"/> WE	
		<input type="checkbox"/> W <input type="checkbox"/> WE	
Total			