



# Kingston University

3871 E. Colorado Blvd., Pasadena, CA 91107  
Tel: (626) 229-9929 / (562) 868-6488

## Withdrawal/Transfer Form

You may cancel your enrollment or admission application with Kingston University without penalty of obligation from the date you signed below, provided:

1. You complete and sign this Application for Withdrawal/Transfer form and submit it to Kingston University either by mail or in person. Only the original signed and completed Application for Withdrawal/Transfer form is acceptable. Kingston University does not accept any fax, email or copy of the Application nor verbal request for withdrawal/transfer.
2. You must return any Kingston University properties such as, but not limited to, books, tapes, video, files, equipment, etc., if any, within five working days of this dated Application for Withdrawal/Transfer. Applicants who received a Certificate of Enrollment issued within 30 days prior to submitting this Application for Withdrawal/Transfer form must return the original Certificate of Enrollment. If you do not return any of the items belonging to Kingston University, Kingston University may keep an amount from your refund of tuition to cover for the replacement costs. Failure to return original Certificate of Enrollment will result in a 20% deduction of a qualifying refund, if any. No late return of the properties is acceptable.
3. Any current tuition payment refund shall be calculated according to Kingston University Refund of Tuition and Fees Policy and Regulations, less any applicable fees, replacing cost for unreturned properties belonged to Kingston University and/or deduction for unreturned original Certificate of Enrollment. Tuition refund will be mailed or return to you within 10 working days after the original signed Application for Withdrawal/Transfer form is received by Kingston University. Fees paid to Kingston University are not refundable.

### Applicant Information:

Mr.  Mrs  Ms

\_\_\_\_\_ Last Name First Name Middle Name

Current Address:

\_\_\_\_\_ Street City State & Zip Code

\_\_\_\_\_ Country Contact Phone Number with Area Code Email address

Student Status  Current Student in \_\_\_\_\_ program Quarter/Semester Year

New Applicant for Admission Program Approved for Admission: \_\_\_\_\_

### Withdrawal Reason:

Transferring to other school, \_\_\_\_\_ at \_\_\_\_\_  
School Name city/state

Major /Program of Study: \_\_\_\_\_ Program Starting Date \_\_\_\_\_

Returning to home country in \_\_\_\_\_ Scheduled Departure Date : \_\_\_\_\_

Foreign Address: \_\_\_\_\_  
Street City Province/State & Zip Code

Other: \_\_\_\_\_

Date you last attended class \_\_\_\_\_ Last Date you intend to attend class \_\_\_\_\_

\_\_\_\_\_  
Student's Initial

List items described in Item 2 above that are required to be returned to Kingston University, if any, and give a date on which you expect to return the item(s). If you have lost any of the item(s), please indicate so next to the item(s).

<u>Item Name/Title</u>	<u>Expected Returning Date</u>	!	<u>Status of Return</u> (filled by Office)
		!	
		!	
		!	
		!	
		!	

*By undersigning below, I hereby certify that I have read and understand the above and withdraw my enrollment/cancel application with Kingston University.*

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 ----- *For Office Use* -----

Received by: \_\_\_\_\_ on \_\_\_\_\_  
 Registrar Date

Applicant's Last Day of Attendance: \_\_\_\_\_

Department	Check Status	Comment	Signature	Date
Dean				
Registrar				
Financial Status				
Library				
SEVIS (F-1 student)				

REFUND CALCULATION

Tuition subject to refund:

Less any cost for replacing lost item(s) and/or item(s) not returned by deadline:

Total Refund Approved (attach copy of check for refund, if any, below)