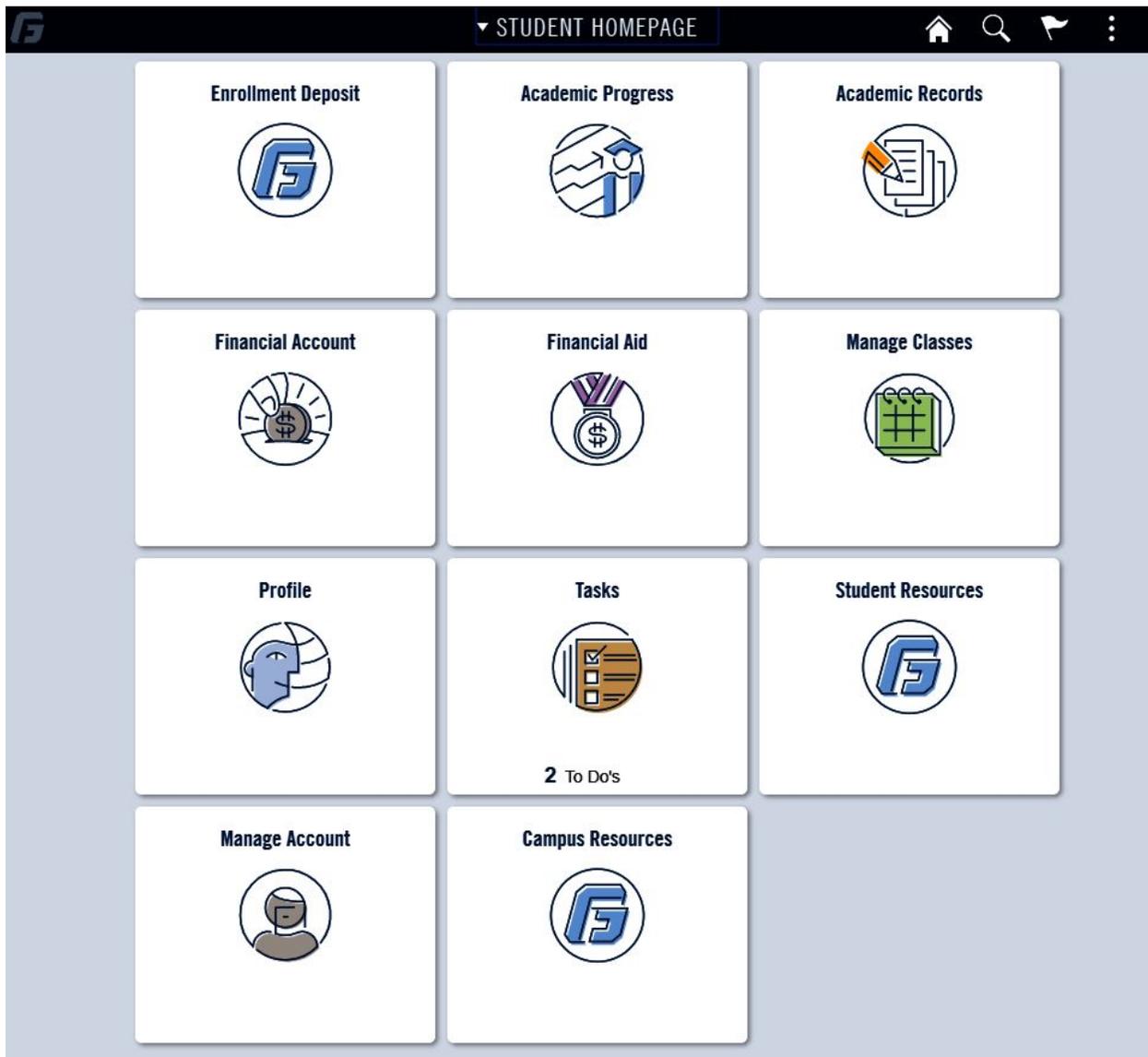
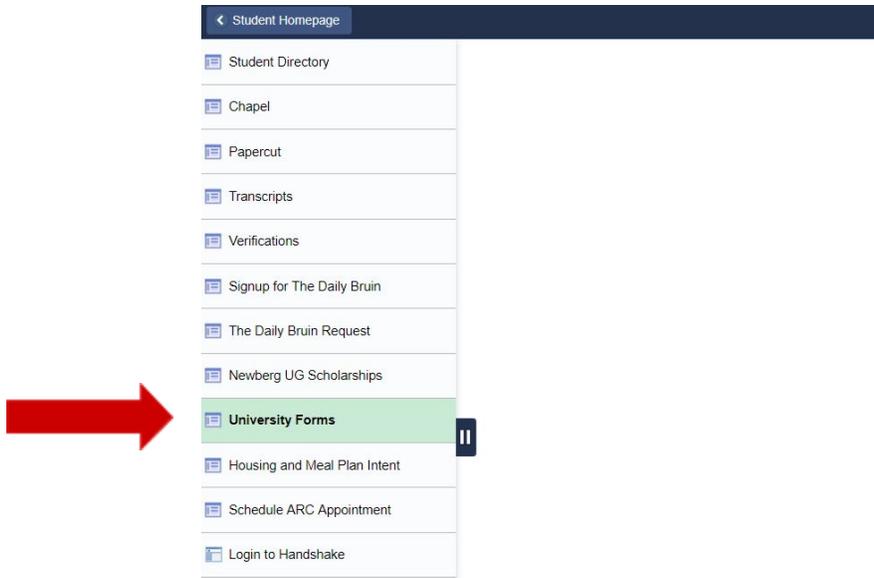


How to Access the Withdraw-Leave of Absence form in MyGeorgeFox

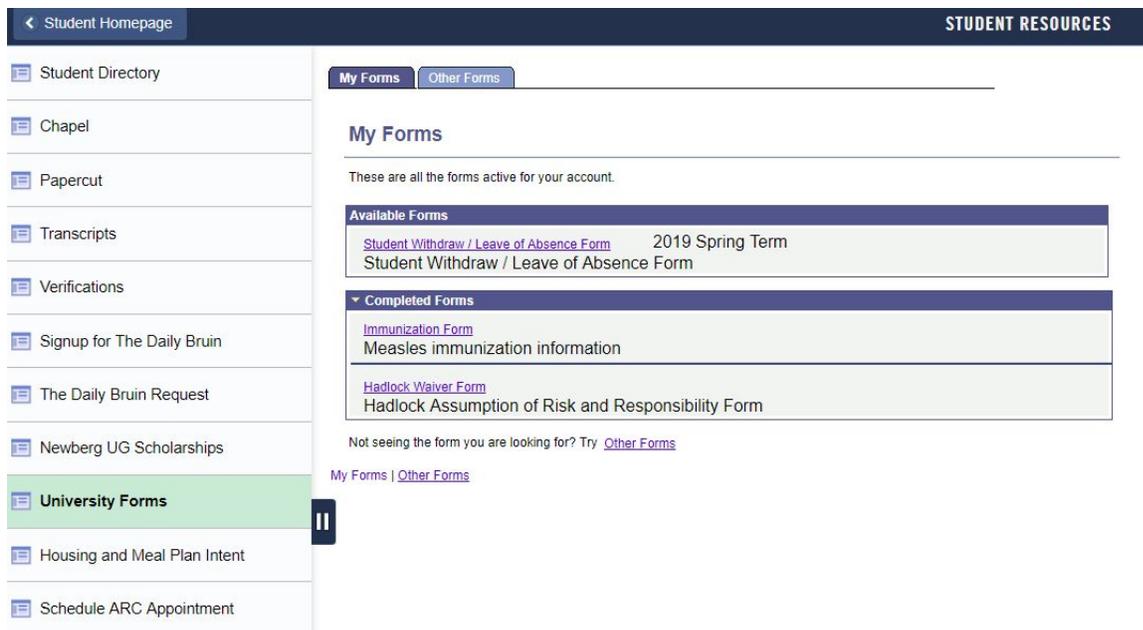


1. Log into MyGeorgeFox (my.georgefox.edu) using your GFU username and password.
2. Click Student Resources.

3. Click on University Forms.



4. Click on the Student Withdraw/Leave of Absence Form.



5. At the top of the form you will see your name, address and other biographical information. If needed, you can update your address, email and telephone using the appropriate links.

[Update Address](#)

[Update Email Address](#)

[Update Telephone](#)

6. Complete the form. Please note:

- “What Term is this for?” - This question defaults to the current term we are in. This is fine whether or not you’re enrolled in classes for this term.
- Select mid-semester or end of semester accordingly. If you’re not enrolled in the current term, either option will suffice to communicate your plans.

What Term is this for?

*Are you leaving mid-semester or at the end of the semester?

Are you [withdrawing](#) from the University or taking a [leave of absence](#)?

What semester do you plan to return?

Of the options below, which one best describes your reason for [withdrawing](#) or taking a leave of absence?

- Academic
- Financial
- Family/Personal
- Health
- Permanent Disability
- Service, Armed Forces
- Service, Church Missions
- Service, Foreign Aid
- Transfer to different school
- Work/Employment

Mid-Semester Leave

If leaving mid-semester, is it for military service, [medical reasons or extreme hardship](#)? (Documentation will be required)

Please Explain:

- I understand if I complete any classes in this semester that my withdrawal or leave of absence will take effect at the end of the semester.
- I understand my withdrawal or leave of absence may cause financial implications including entering repayment on my loans, loss of scholarship/financial aid eligibility, and other charges as applicable. For financial aid purposes, a leave of absence is considered a withdrawal and is subject to financial aid regulations. I understand that it is my responsibility to discuss these implications with Student Financial Services.
- I understand that if I borrowed federal student loans through George Fox University or received a TEACH Grant I need to complete loan exit counseling. I understand I can receive assistance with this process from Student Financial Services.
- I understand that I am responsible to check out with appropriate persons and offices. I am responsible to turn in keys and property and to pay fees when applicable. Failure to do this will result in additional charges including a collection/service fee. I also understand that I will be billed for these and any other additional charges that may not be reflected on my student account at the time of withdrawal.
- Submission of this form constitutes formal withdrawal or leave from the University. If you choose to rescind this withdrawal or leave you must do so in writing to the Registrar’s Office.

7. Click Save to submit the form.