Student Procedure for Official Term Withdrawal

1. Log on to iRattler directly or go to the Registrar website to access the form from;


   *Official University Withdrawal Form (This form can be typed in online before its printed)*

2. Click on the form link for Current Term Withdrawal. The sign on page will appear. (Note: You can log on to iRattler directly)

3. Enter your iRattler User ID and Password.

4. Click on . The iRattler Main Menu page appears.

5. Click on the iRattler Campus Solutions link to go to your Student Center.
6. Then click on **Official University Withdrawal Form** link
7. This message will be displayed.
WARNING: This is an official notification that you intend to withdraw from ALL your courses for this term. Federal Regulation § 668.22 requires FAMU to use today's date to determine the amount of any financial aid funds that must be returned if you withdraw. (Your notification of intent to withdraw is the date you access the form, not the date you submit the form.)

Accessing this form serves as your acknowledgement that you may owe financial aid back to FAMU based on federal regulations and your Satisfactory Academic Progress standing may be adversely affected which may cause you to lose your future financial aid eligibility.

To cancel your intent to withdraw, click on the CANCEL button now.

8. If you do not cancel the intent to withdraw, click on the button
9. The following message will appear

![Message]

ARE YOU SURE YOU WISH TO WITHDRAW? By accessing this form you acknowledge that you may owe financial aid back to FAMU based on federal regulations and your Satisfactory Academic Progress standing may be adversely affected which may cause you to lose your future financial aid eligibility. (0.0)

10. Click no button to exit without completing the form. Click button to continue
11. Display the Official University Withdrawal form.

Click the link below to display the Official University Withdrawal form. The form is read-only so please fill out the form and print a copy.

Display Official Term Withdrawal Form

Return to Student Center
12. Click on the link Return to Student Center or click on Display Withdrawal Form to complete the form.

13. Complete the form in its entirety. Incomplete forms may lead to delay in processing. Remember to complete and print the form.

14. Obtain all required signatures and forward completed form to the Registrar’s Office at registrar@famu.edu or turn in the completed form at Room 112 Foote-Hilyer Administration Center.