AMERICAN LEARNING INSTITUTE
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# Authorized Early Withdrawal

**Note:** An F-1 student who has obtained authorization from a DSO (Designated School Official) ***prior* to withdrawing** from classes **will be allowed a 15-day grace period for departure** from the U.S.A. A student who terminates his or her course of study or withdraws from classes without prior DSO approval has violated his/her status and is not eligible for any grace period for departure.

**This section must be completed by the student.**

Last semester in which I will be enrolled full-time at ALI is _____ Trimester, 20___

Scheduled date of departure from the United States: _____ / _____ / 20_____ or ( ) N/A
Month Day Year

Request date for withdrawal: _____ / _____ / 20_____
Month Day Year

- The information provided is true and accurate;
- I will inform ALI immediately and in writing if my circumstances change;
- I cannot work on campus once I withdraw from my classes or program;
- I understand the rules and regulations concerning my Authorized Early Withdrawal and perform all my financial obligations to ALI;
- I understand that until the requested date of withdrawal, I must attend and comply with school rules and regulations;
- In order to return to the U.S. and resume study at any SEVIS-approved schools, I will need to apply for admission and obtain a new SEVIS I-20; and
- My SEVIS record shall be terminated based on the date of withdrawal that I have indicated above.

| Student's Full Name *(please print)* | Student's Signature | Date |
|---|---|---|

**FOR OFFICE USE ONLY**

| Receipt Date | Designate School Official Signature | Termination Date SEVIS |
|---|---|---|

**ELIGIBLE FOR REFUND:** A refund will be issued only if the account has been paid in full and there are no other debts (i.e. Books, Late fees, etc.) ALI tuition refund requests are processed weekly.

- ☐ **YES-** See Tuition Refund Worksheet
- ☐ **NO-** Check Reason
  - LDA past mid-point (Week 6) – See Tuition Refund Worksheet
  - Student owes tuition – See Tuition Refund Worksheet
  - Student completed term – **No** Tuition Refund Worksheet needed