



F-1 Transfer Out/
Completer/OPT
Form

Purpose of this form: Use this form if you are an F-1 student, and are electing to leave the university for one of the following reasons.

- 1.) ESL Program Completer
2.) Academic Program Completer
3.) On OPT (Current or Recently Completed)
4.) Departing from the United States (list reason below)

You must complete this form in its entirety. Please sign it and then submit it to the International Student Services Office.

Attention: It is the responsibility of the student to inform the ISSO of their intention to transfer via email to dso@fxua.edu, or in person, and submit the required documentation by the start date of Fairfax University of America's current semester.

Table with 4 columns: Last Name, First, Middle (if any) Name, ID Number, SEVIS/I-20 #, FXUA ID #, Program of Study, Last Semester Attended.

Address: Street City State Zip
Phone: E-mail:

Please indicate your reason for transfer/departure from the university. (Check only one).

- ESL Program Completer Academic Program Completer OPT Departure from the United States

Please explain your reason for departure from the United States (if applicable):

Blank lines for explaining reason for departure.

If transferring to another institution, please list information below:

Name of New School: City: State:
SEVIS School Code:
Reason for Transfer:

I have read and understood this form in its entirety.

Student's Signature: Date: Planned Date of Transfer/Departure:

OFFICE USE ONLY

Career Center Notified: Date:
SEVIS Record Updated By: Date:
FXUA Database Processed By: Date:
ISSO: 01/2020

**CANCELLATION & REFUND POLICY:**

If a student elects to drop one or more courses or withdraw from the university, the following refund schedule will be used to determine any outstanding financial obligation for which the student may be responsible:

<b>Last Date of Attendance</b>	<b>Tuition refund amount*</b>
Up to the last day of add/drop period	100% of the semester tuition
After the add/drop and through 25% of the semester	50% of the semester tuition
Through 50% of the semester	25% of the semester tuition
After 50% of the semester	No refund will be issued

*\* Excludes all fee*

To initiate the refund process, the student must submit a Refund Request Form. The form must be submitted to Fairfax University of America. Students may download the form from our website or obtain a hard copy of the form from the Accounting Office.

The official withdrawal date, for the purpose of a refund calculation, will be the last date on which the student was recorded present for a class. If no payment was made, or if the student was participating in a payment plan and the payments are insufficient to cover the student's obligation according to the schedule above, then the university will send the student a bill for the difference. If the student's financial obligation is not fulfilled, VIU is authorized to do the following until the monies owed are paid:

- a) Withhold the release of the student's academic records or any information based upon the records.
- b) Withhold the issue of the student's transcripts.
- c) If the student's account remains delinquent, FXUA reserves the right to terminate enrollment. Late tuition payments are subject to financial penalties.

***The details about this policy can be found in the university catalog and on the university website.***

**ISSO: 01/2020**