

## Withdrawal Procedures

If you are considering withdrawing from the College, please read and follow these instructions carefully.

1. **Decision** Faculty Sign/Date \_\_\_\_\_  
Before completing any forms, read the reverse side of this form and **discuss your decision** with member of the College faculty or staff who are familiar with your interests and goals, and whose advice you respect. These might include your advisor, teachers, or a dean.
2. **Office of Student Affairs** OSA Sign/Date \_\_\_\_\_  
**Make an appointment** with a Dean in the Office of Student Affairs to discuss your decision and any special concerns you may have about the withdrawal process.
3. **Admissions (first-year students only)** AC Sign/Date \_\_\_\_\_  
**Make an appointment** with your Admissions Counselor to discuss your decision (and INS guidelines pertaining to the withdrawal process if you are an international student).
4. **Intercultural Relations (international students only)** OIR Sign/Date \_\_\_\_\_  
**Make an appointment** with the Assistant Director of Intercultural Relations to discuss your decision and INS guidelines that pertain to withdrawal from the College.
5. **Facilities Management** FM Sign/Date \_\_\_\_\_  
Return all College keys other than Residence Hall keys.
6. **Financial Aid Office** FAO Sign/Date \_\_\_\_\_  
**Consult** the Financial Aid staff regarding the termination of scholarships or other awards, as well as your future eligibility for aid.
7. **Business Office** BO Sign/Date \_\_\_\_\_  
Refunds and/or additional charges are calculated after the student's departure from the College. Calculations are based on the effective date of the withdrawal (or, in the case of residents, the check-out date, if later) as communicated to the Business Office by the Office of Student Affairs. **Check the College Catalog** for information about refunds.
8. **Library Circulation Desk** Librarian Sign/Date \_\_\_\_\_  
Return all materials and clear all accounts.
9. **Office of Residence Life** ORL Sign/Date \_\_\_\_\_  
If you are a resident student, you must complete a Housing Cancellation Application at the Office of Residence Life. Housing Cancellation charges apply: The deadline to cancel housing for the Fall term is June 1. The deadline to cancel housing for the Spring term is December 1. Please consult the *Student Handbook* for specific charges and dates.
10. **Residence Hall Check-Out** RA Sign/Date \_\_\_\_\_  
If you are a resident student, you must **make an appointment** to meet with your Resident Assistant (RA) in order to check-out of your room and return your room key. Remove all personal belongings from campus within 24 hours of the effective date of withdrawal. Any extensions require advance permission from the Office of Residence Life. At your check-out appointment with your RA, you must complete and sign the Room Inspection Form (RIF) and sign your key envelope.
11. **Forms and ID Card** DOS Sign/Date \_\_\_\_\_  
**Submit** your completed Withdrawal Form and College ID to the Dean of Students Office.
12. **Student Responsibilities** Student Sign/Date \_\_\_\_\_  
Students withdrawing from the College **must follow these procedures**, as explained in the College Catalog and Student Handbook. Failure to follow these policies may incur significant monetary penalties or additional charges.

**Please note that if** you have participated in Room Selection, you will **forfeit** your housing deposit upon withdrawal. Furthermore, if you withdraw after December 1 (for the Spring term) or July 1 (for the Fall term), you will be billed an additional **penalty** based on the actual date of withdrawal. If you have received a deferment voucher, you will be billed for the amount you owe.

OVER

