EASTERN CONNECTICUT STATE UNIVERSITY
UNDERGRADUATE WITHDRAWAL FORM

(IN ORDER TO PROCESS WITHDRAWAL I.D. MUST BE TURNED IN)

Are you attending part-time? ____Yes ____No

How many credits are you registered for? ______

FULL-TIME STUDENTS COMPLETE AND SUBMIT TO THE ADVISING CENTER. PART-TIME STUDENTS COMPLETE AND SUBMIT TO THE OFFICE OF CONTINUING STUDIES & ENHANCED LEARNING.

- Students must complete, provide appropriate justification, sign, and date form and surrender their student identification card.
- Students must read, sign, and date the Undergraduate Withdrawal/Refund Policy on the other side of this form.
- The withdrawal request will not be processed if this form is not received prior to the end of classes.
- A letter confirming the withdrawal from the University will be mailed to the student and copies sent to the Registrar’s Office and the Card Services Office within 48 hours.
- Students must apply for readmission through the Admission’s Office if student wants to matriculate at Eastern Connecticut State University in the future.

(Please Print)

Circle class standing at time of withdrawal: Freshmen Sophomore Junior Senior

NAME__________________________________________________________STUDENT I.D. # ____________________________

HOME ADDRESS__________________________________________________________

TELEPHONE #__________________________________________________________

Semester you began attending Eastern ____________________________

1. Which semester are you withdrawing from? ____________________________

2. Are you receiving financial aid from the University? _____Yes _____No

   If yes, what type(s) of aid are you receiving?
   _____ Grants _____ Loans _____ Work Study _____ Other _______________________

3. Do you reside in on-campus housing? _____Yes _____No

   If yes, what is your address? ____________________________

4. Are you on the University’s meal plan? _____Yes _____No

5. Are parent(s)/guardian(s) aware of your decision to withdraw from the University? _____Yes _____No _____N/A

REASON(S) FOR WITHDRAWAL

___ Transfer ____________________________________________ (college/university you intend to transfer to)

___ Medical Is this a permanent disability? _____Yes _____No

___ Military/Other

___ Military Activation (must contact the Veterans Affairs Office)

___ Financial

___ Employment

___ Completed Academic Goals

___ Other ____________________________

OVER
REFUND POLICY

FULL-TIME STUDENTS:
The date indicated on the official Withdrawal Form filed with the Bursar will be the financial withdrawal date. Tuition, State University Fee, University General Fee, Student Activity Fee, Technology Fee, and the balance of housing rates are refunded according to the current University and/or Federal refund policies.

The refund schedule is based on a standard semester. A refund for courses that do not fall within the regular schedule will be prorated in the same proportion as above. The board charge is refundable upon withdrawal from the University on a prorated basis. Full weeks will be used to prorate. No refund of either the housing or board charge is made for weekend absences or meals missed. The University reserves the right to apply a refund to outstanding financial obligations. In cases where the student is on financial aid (including student and parent loans), refunds will be restored first to financial aid programs from which the student received assistance. Any remaining balance will then be paid to the student. Normally, six weeks are required to process the refund. NOTE: The Sickness Insurance Fee is not refundable.

Refunds, if any, will be calculated on the basis of the FINANCIAL WITHDRAWAL DATE listed below, according to the current refund policy. Students should not expect refund proceeds, if any, to reach them earlier than six weeks from the DECISION DATE. Students are reminded that balances due, if any, as indicated above, beside the Cashier reference, include items known at the time this request was processed.

My signature below indicates that I have read the refund policy and all information provided on this form is true and accurate to the best of my knowledge.

Student’s Signature ____________________________          Withdrawal Date _________________

FOR ADVISING CENTER AND OFFICE OF CONTINUING STUDIES & ENHANCED LEARNING USE ONLY
DO NOT WRITE BELOW THIS LINE

Did student submit I.D. card? ____Yes ____ No                    If no, record reason in comments section.

Amount owed University based on Cashier’s screen ________________ Date form mailed or faxed ________________

List type of financial aid of applicant  ________________________________________________________________

Clearance completed by: __________________________ In Person ____ Telephone ____ Letter ____ FAX

AC/CSEL

General Comments: _____________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Processing Date ________________                      Director of Advising Center
                                                Assistant Dean, CSEL

______________________________________________________________________________

______________________________________________________________________________

BURSAR’S OFFICE CLEARANCE

Bursar’s Office ____________________________ Date ________________

Comments: ______________________________________________________________________

______________________________________________________________________________

Distribution List:
AC Secretary ___ Admissions ___ Athletic Director, Sports Center ___ Book ___ Card Services (I.D.) ___
Cashier ___ Financial Aid ___ Housing ___ Library ___ Registrar ___ Student ___ Veterans Affairs ___

Rev.: 11/19/15