

EASTERN CONNECTICUT STATE UNIVERSITY UNDERGRADUATE WITHDRAWAL FORM

Do you attend school part-time? Yes No

How many credits are you registered for? _____

FULL-TIME STUDENTS: SUBMIT TO THE ACADEMIC SERVICES CENTER

PART-TIME STUDENTS: SUBMIT TO THE OFFICE OF CONTINUING STUDIES AND 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 this form.
- The withdrawal request will not be processed if this form is not received prior to the last day of classes in the semester.
- 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.
- Student 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 # _____

1. What semester did you begin attending Eastern? _____

2. From which semester are you withdrawing? _____

3. Do you reside in on-campus housing? Yes No

If yes, what is your campus address? _____

Note: *On-campus residents are required to follow up with the housing office to discuss departure and future placement.*

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

_____ Military/Military Activation (Student must contact the Veterans Affairs Office.)

_____ Financial

_____ Employment

_____ Completed Academic Goals

_____ Other _____

REFUND POLICY

Your official withdrawal date will be the date noted on this form. Your official withdrawal date can impact the amount of financial aid you are able to keep and any refund of tuition, State University fees, University General fees, Student Activity fees, and housing fees. Tuition and the noted fees are refundable based on time attended. Please see the official policy on the Bursar site at <http://www.easternct.edu/fiscalaffairs/bursar/refund-policy/> for details.

Financial aid adjustments are made separately from the University Refund policy and are based upon federal requirements. Please see the Financial Aid site at <http://www.easternct.edu/finaid/federal-withdrawal-policy/> for details. You need to be aware that your withdrawal and potential reduction in financial aid could result in a balance owed to the University.

Any funds available as a result of the tuition and fee refund will first be applied to your outstanding financial aid balance (if any) before being refunded to you. This process can take up to six weeks.

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 ACADEMIC SERVICES CENTER / CSEL USE ONLY. DO NOT WRITE BELOW THIS LINE.

Date form submitted _____

Clearance completed by (print) _____ (Circle one) In Person Telephone Letter Fax

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

Does student intend to readmit to Eastern in the future? ____ **Yes** ____ **No** If Yes, what semester? _____

General Comments: _____

Processing Date

Director/Associate Director, ASC
Assistant Dean, CSEL

BURSAR'S OFFICE CLEARANCE

Bursar's Office

Date

Comments: _____

Distribution List:
ASC Secretary ____ Admissions ____ Card Services (I.D.) ____ Cashier ____ Financial Aid ____ Housing ____ Library ____
Registrar ____ Student ____ Veterans Affairs ____ Student Affairs ____