

# EASTERN CONNECTICUT STATE UNIVERSITY UNDERGRADUATE WITHDRAWAL FORM

Do you attend school part-time? \_\_\_\_ Yes \_\_\_\_ No

How many credits are you registered for? \_\_\_\_

SUBMIT TO THE ACADEMIC SUCCESS CENTER – LIBRARY, FIRST FLOOR

- Students must complete, provide appropriate justification, sign and date form.
- 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 a copy will be sent to the Registrar's Office.
- 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: First Year      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 <https://www.easternct.edu/fiscal-affairs/bursar/refundpolicy.html> 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 <https://www.easternct.edu/financial-aid/policies/federalwithdrawalpolicy.html> 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** \_\_\_\_\_

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**FOR ACADEMIC SUCCESS CENTER USE ONLY. DO NOT WRITE BELOW THIS LINE.**

Date form submitted \_\_\_\_\_

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

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

General Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Processing Date

\_\_\_\_\_  
Director/Designee  
Academic Success Center

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**BURSAR'S OFFICE CLEARANCE**

\_\_\_\_\_  
Bursar's Office

\_\_\_\_\_  
Date

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Distribution List:

ASC Secretary \_\_\_\_ Cashier \_\_\_\_ Housing \_\_\_\_ Registrar \_\_\_\_ Student \_\_\_\_