

*Do not write above this line.*

**Rutgers, The State University of New Jersey-Camden Campus**  
**NOTIFICATION OF WITHDRAWAL FROM SCHOOL**

**Undergraduate Colleges**

<b>Student Section</b> <i>(To be completed in its entirety by the student)</i>		<b>REGISTRAR'S OFFICE USE ONLY</b>	
Print Last Name, First, MI _____ Student ID# _____		<div style="border: 1px solid black; width: 150px; height: 50px; margin: 0 auto;"></div> DATE RECEIVED	
Student: _____ / _____ / _____ CMS BOX: _____ School / Class / Curriculum			
(STREET AND NUMBER)		<input type="checkbox"/> <b>W</b> <input type="checkbox"/> <b>C</b>	
(CITY)	(STATE)		
INDICATE PARTICIPATION: CHECK BELOW			
<input type="checkbox"/> EOF <input type="checkbox"/> FINANCIAL AID <input type="checkbox"/> HOUSING <input type="checkbox"/> VA BENEFITS			
TO THE REGISTRAR:			
I WISH TO WITHDRAW FROM _____ (COLLEGE)			
_____ (TERM/YEAR) FOR THE FOLLOWING REASON(S): CHECK BELOW			
<input type="checkbox"/> PERSONAL <input type="checkbox"/> FINANCIAL <input type="checkbox"/> HEALTH <input type="checkbox"/> OTHER			
EXPLAIN BRIEFLY:			
_____ _____ _____			
Have you registered for next semester? (circle)    YES    NO			
If so, do you intend to return? (circle)    YES    NO			
X _____ STUDENT'S SIGNATURE		_____ DATE	
REGISTRAR AUTHORIZATION/DATE			
ADMINISTRATIVE APPROVAL ONLY			
APPROVAL SIGNATURES/DATES:			
_____ OFFICE FOR STUDENT AFFAIRS DATE			
_____ FINANCIAL AID DATE			

Students must complete Student's Section on the front side in its entirety before this form will be processed.

The form must then be signed as follows:

- A. Office for Student Affairs, Second Floor, Armitage Hall
- B. Financial Aid Office, Lower Level, Armitage Hall

1. If your withdrawal is prior to the beginning of the term and you cancel your entire registration for one or more credit hours:

RESULT: No grades will be recorded and you will be entitled to a 100% refund of tuition and fees paid for the term. Registration material for the next term will not automatically follow. If you wish to re-enroll at a later date, secure an Application for Re-enrollment available at the Student Affairs Office.

2. If your withdrawal is effective on or after the first day of the term, but before the last day of the sixth week and you withdraw from all coursework:

RESULT: Grades of "W" will be assigned and tuition charges will be reduced according to the following schedule:

Week of Term:	First/Second	Third/Fourth	Fifth/Sixth
	80%	60%	40%

College Fees are not refundable.

3. If your effective withdrawal date is during the seventh through twelfth week of the term:

RESULT: There is no refund of tuition and fees. Grades of "W" will be assigned. Registration materials will be automatically sent to you for the term following your withdrawal.

The effective date of withdrawal is that date on which a written statement of withdrawal is received by the Registrar's Office. No part of the student fee is refunded for withdrawals after the start of the term. Non attendance in class has no bearing on the refund policy. Actual meeting dates of individual courses have no bearing on the refund policy.

The Summer Session has slightly different rules and regulations regarding withdrawal and refunds. See the current Summer Catalog for exact details.

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**BURSAR'S OFFICE USE ONLY**

REFUND OF:	TOTAL CHARGED	AMOUNT PAID	CURRENT CHARGE	REFUND AMOUNT
TUITION				
NON RESIDENT TUITION				
STUDENT FEE				
PIRG				
LATE REGISTRATION FEE				
DEFERRED PAYMENT FEE				
			TOTAL	