Notice of Withdrawal & Refund Procedures

- The Notice of Withdrawal is completed at the student’s school.
- The Dean completes the last day of attendance, reason code and expected date of return on the Notice of Withdrawal.
- The Dean signs and dates the form, retains one copy, and forwards copies to the Registrar’s Office, Financial Aid Office, Housing, Dining Services, and to the student.
- The Registrar’s Office codes the student’s withdrawal date on the student’s record and retains the Notice of Withdrawal as an official record.
- The Financial Aid Office determines whether the student received financial aid. If the student received financial aid, the financial aid office...
  
  (a) Calculates the percentage/amount of aid to be refunded to the following programs:

  - Federal Stafford Loan
  - Federal SLS Loan
  - Federal PLUS Loan
  - Federal Perkins Loan
  - Federal Pell Grant
  - Federal Supplemental Educational Opportunity Grant
  - Other Title IV
  - Non Title IV

  (b) Forwards one copy of the Notice of Withdrawal to Student Financial Services and retains one copy in the student’s financial aid file.

- Student Financial Service produces and mails a check(s) to the lender(s) if applicable.
- The appropriate office completes the Exit Interview (required for Federal Stafford Loan, Federal SLS Loan and Federal Perkins Loan Programs).
- The student completes a Refund Request Form, if eligible, and gives it to a Student Accounts representative, or completes the request using Student Services Online (SSOL).
Notice of Withdrawal

STUDENT INFORMATION

Name: 

CUID: 

Student’s Department: 

Permanent Address: 

NOTE TO STUDENT: If you are entitled to a refund, you must complete a Refund Request Form or request this online using Student Services Online (SSOL) – after your withdrawal request has been processed by Graduate Student Services. Link: https://ssol.columbia.edu

I wish to withdraw effective: This date will be used to determine tuition calculation & financial responsibility.

DATE This form must be completed & handed in, in advance to your desired withdrawal date.

Please read and record your initials next to “Yes” or “No” to the following questions:

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you reside in University Housing?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you contracted with Dining Service?</td>
<td></td>
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<tr>
<td>Are you an international student on a visa?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you on any financial aid or department funding?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you meet with your advisor regarding this withdrawal?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you aware of the financial responsibilities of a withdrawal?</td>
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<td></td>
</tr>
</tbody>
</table>

Student’s Signature: ___________________________ Date: ___________

GRADUATE STUDENT SERVICES USE ONLY

Last Date of Attendance: _________________________ Expected date of Return: _________________________

Circle Reason Code

A - Academic Difficulty H - Health T - Transfer
D - Deceased N - No Registration W - Withdrawn by the University
E - Employment O - Other X - Withdrawn by the University (Not Eligible to Return)
F - Financial Difficulty P - Personal

Dean’s Signature: _________________________ Date Received: _________________________

DATE Processed: _________________________

FINANCIAL AID OFFICER’S USE ONLY

Was the student a financial aid recipient? YES NO
Was the appropriate exit interview(s) completed? YES NO

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Amount Authorized</th>
<th>$ To remain on account</th>
<th>$ to be refunded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Stafford Loan</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Federal SLS Loan</td>
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<tr>
<td>Federal PLUS Loan</td>
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<td>Federal Perkins Loan</td>
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<td>Federal Pell Grant</td>
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<td>Federal SEOG</td>
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<tr>
<td>Other Title IV</td>
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<td>EEAL</td>
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<td>EPSL Loan</td>
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<tr>
<td>Nursing Loan</td>
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<tr>
<td>CU Loan</td>
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</tr>
</tbody>
</table>

Notify the following lenders of the withdrawal date: (Attach additional forms as required)

Name: ___________________________ Address: ___________________________

$ to be refunded: ___________________________
Reasons for Withdrawal (confidential):

Graduate Student Services:

Dean: ___________________________  Academic Department/Advisor: ___________________________

Types of Separation:

- Extended registration
- Granted a voluntary withdrawal
- Granted a voluntary withdrawal on general warning
- Deceased
- Required to withdrawal
- Required to withdrawal permanently
- Required to withdrawal – academic reasons – unofficial
- Required to withdrawal – academic reasons – official
- Disciplinary dismissal
- Suspended
- Suspended for disciplinary reasons
- Transferred to: ___________________________
- Failed to Register
- Not approved to extend graduation term period
- Terminal Program
- Completed post-graduate studies
- Withdrew during academic term