



UNIVERSITY WITHDRAWAL

First Middle Last Student ID Number

Permanent Address: Street Effective Semester

City State Zip Code Today's Date

Reason for a Withdrawal

University Withdrawal is allowed no later than four weeks before the last day of the final examination period. Withdrawals after this date will be permitted only under extenuating circumstances and will require consultation and approval of the Academic Dean and the Registrar. Refunds, if applicable, are based on the date of withdrawal. Consult the Bursar's website for the refund schedule.

Graduate Students: Are you withdrawing completely from the University and Program (*circle one*): YES NO
If not, then only use this form if you are withdrawing from all of the courses you are currently enrolled in for the semester.

It is the responsibility of the student to contact the appropriate offices below to ensure proper withdrawal:

- If you have **Financial Aid**, please contact the Financial Aid Office, Davidson Hall (860-832-2200).
- Please contact the **Bursar's Office**, Davidson Hall (860-832-2010) to discuss your insurance coverage and your balance.
- If you receive **Veterans Benefits**, contact Veterans Affairs, Carol Hall Room 035 (860-832-2838)
- If you live in a University Residence Hall, contact **Residence Life**, Mid Campus Residence Hall Room 118 (860-832-1660).
- If you are taking a Leave of Absence to Study Abroad, contact the **Center for International Education** and indicate the name of the program or university that is sponsoring the study.
- If you are a Student Athlete please contact your **Athletic Compliance** Officer.

In the withdrawal process, I promise to pay Central Connecticut State University, its agents or contractors, any indebtedness which I have incurred. Additionally, I realize a withdrawal status may affect certain federal and state benefits, various financial aid programs, loans, scholarships, and social security benefits. Satisfactory Academic Progress requirements must be met for continued financial aid eligibility. Exit interviews are required of all recipients of student loans.

Student's Signature Date

UNIVERSITY LEAVE OF ABSENCE (Undergraduate Students Only)

A Leave of Absence (LOA) is a period of separation from CCSU for up to two consecutive semesters. During this time a student maintains his/her matriculation and is entitled to return to CCSU. **Please note:** a University LOA is not a federally approved LOA and could impact the grace period for student loan repayment.

My semester of anticipated return to CCSU is _____

Student's Signature Date

**Please complete this form and return to the Office of the Registrar for approval.
Davidson Hall, Room 116, 1615 Stanley Street, New Britain, CT 06050
Fax it to 860-832-2250 or email it to regstaff@ccsu.edu**