



COLUMBIA UNIVERSITY · GRADUATE SCHOOL OF ARTS & SCIENCES
REQUEST FOR WITHDRAWAL FROM THE UNIVERSITY

Please read the instructions on the next page carefully.
Complete the form legibly, print it, and submit it to your department for approval.

Students who are not U.S. citizens or permanent residents must contact the International Students and Scholars Office at 212-854-3587 prior to their leave in order to determine their eligibility to remain in the U.S.

Last Name _____ First Name _____ M.I. _____ CU Email _____

List two addresses and phone numbers where you (or a contact) can be reached: Other Email _____

(1) _____
Street, Apt. city, state, country postal code Phone number

(2) _____
Street, Apt. city, state, country postal code Phone number

Do you reside in University Housing? No Yes Citizenship/Visa Status _____

CUID *COO* _____ (see SSOL) Master's only Student MA/Ph.D. Student

Department or Program _____

First semester and year of registration in GSAS _____ Semester of most recent registration in GSAS _____

Effective date of Withdrawal: _____ Do you have any loans? No Yes
dd / mm / yyyy

Reason for Withdrawal (check only one):

- Employment
- Financial
- Health
- Family
- Personal
- Other

Please explain the reason for your Withdrawal. If more space is needed, you may attach a separate sheet.

I have read and understand the rules and regulations relating to my Withdrawal:

Student Signature: _____ Today's Date: _____

GSAS Office of the Dean Approval: For the Dean _____ Date: _____

Registrar Use:

Effective Date of Withdrawal: _____ CODE: _____

Enter Grades: No Yes TRANSCRIPT TEXT: _____

Notes: _____



A student in good academic standing who is not subject to discipline will always be given an honorable discharge if he or she wishes to withdraw from the University. Withdrawal is defined as the dropping of one’s entire program in a given term as opposed to dropping a portion of one’s program.

Formal withdrawal ordinarily is allowed only prior to the examination period. Withdrawal means that courses and grades are expunged from the student’s record and that the student does not receive any registration credit.

Any student withdrawing must notify the Office of the Dean in writing at once; any financial adjustments are calculated from the date on which the Office of the Dean receives this written notification. The approval of the Dean is required for all completed withdrawals. The student is considered registered, and the student’s responsibility, both academic and financial, continues in all courses for which the student has registered until he or she is notified by the Dean’s Office that the withdrawal has been approved and accepted.

Students residing in University Housing are advised to contact University Apartment Housing as soon as possible. Students on a J1 or F1 visa must contact the International Students and Scholars Office as soon as possible.

Tuition Percentage Refund for Withdrawal

Except during week one, the health services fee, health insurance fee, student activities fee, university facilities fee, international student fee, course fee, application fees, late fees, and special fees are not refundable. In addition, some or all of the tuition will be retained. For the adjustment schedule, please see the Registrar’s home page at <http://www.columbia.edu/cu/registrar>.

All tuition refund calculations will be based on the last day of attendance according to the schedule below. Based on the week of the term in which withdrawal occurs, the refund percentage is as follows:

Weeks 1-2	100% tuition and fees back, except \$75 transcript fee
Weeks 3-4	80% tuition refund, no fees refunded
Week 5	70% tuition refund, no fees refunded
Weeks 6-7	60% tuition refund, no fees refunded
Week 8	50% tuition refund, no fees refunded
Week 9	40% tuition refund, no fees refunded
Week 10 - Term End	No refund

All students who withdraw from a semester in which they are registered will be charged a \$75 withdrawal fee.

Withdrawing students should be aware that they will not be entitled to any portion of a refund until all federal aid programs are credited and all outstanding charges have been paid.

Health Insurance

- A student who withdraws during the first 30 days of the term will not be eligible for either the Insurance or Health Service programs, and a full refund will be applied to the Student Account Payment unless the student has utilized the benefits of insurance plan or accessed care at Health Services.
- A student who withdraws after 31 days will remain enrolled in the Insurance and Health Service programs for the remainder of that term; no refund will be allowed.
- Please consult the brochure *Detailed Description: Student Medical Insurance Plan* here: <http://www.health.columbia.edu/docs/csmip/brochures.html>

The form may be submitted to Regula Ardüser in 107 Low Library.
 Questions about Withdrawals may be directed to Ms. Ardüser at 212-854-2866 or ra476@columbia.edu.