

Please return completed form to the Office of Records & Registration

COMPLETE THIS FORM, provide a brief explanation for this request and secure all applicable signatures.

Information about policies and procedures for college withdrawal can be found in the undergraduate catalog www.newpaltz.edu/ugc/policies/policies_withdrawal.html. Warning: By submitting this form, the student understands that the intention is to sever all affiliations with the College.

Please PRINT ALL INFORMATION:

First Name	Last	MI	Student ID														
Current Address:																	
Street						Apt. No.						E-mail					
City				State				Zip Code				Telephone Number					

WITHDRAWAL FROM COLLEGE

If you do not intend to return to SUNY New Paltz or are planning more than two semesters away, you should request a WITHDRAWAL FROM COLLEGE. You will then have to apply for readmission in order to return. In this case, you may be subject to updated general education, major and degree requirements. Courses taken at another institution do not need prior approval but will be evaluated for possible transfer credit at the time of readmission. **Readmission is not guaranteed and is subject to the admission criteria in place at the time you reapply.**

EFFECTIVE DATE OF WITHDRAWAL FROM COLLEGE:

- Before academic grades are received _____ (this will result in "W" grades on your official transcript)
Effective Date
- After academic grades are received _____ (this will result in a letter grade [A, B, C, D, F] on your official transcript)
Effective Date

- SELECT REASON FOR WITHDRAWAL FROM COLLEGE:** Academic Research Psychological
- Administrative Leave Employment Financial Housing Maternity/Paternity Medical Judicial
- Military Personal/Family Educational Leave Temporary Transition/Study Abroad Other _____

Briefly describe your reason for requesting a withdrawal:

(OVER)

Please read and acknowledge the following: Submitting this form after the course withdrawal period has begun will result in a "W" grade for your classes unless a grade has already been awarded.

The New Paltz transcript will include a notation to indicate withdrawal from college.

Federal Aid may be adjusted based on the percentage of the semester completed, possibly resulting in a balance being owed to the College. This is known as a Title IV Recalculation. Future federal aid may be affected by excessive "W" grades. Consult with the Financial Aid Office, WH 124, for detailed information on the effect of your leave or withdrawal on your progress towards degree and aid eligibility. Direct Loan borrowers must complete exit counseling with the Financial Aid Office or online at studentloans.gov.

Excelsior Scholarship recipients may lose eligibility for the current or future semesters, depending on the timing and circumstances of the withdrawal. Consult the Financial Aid Office for additional information.

Students who receive state or federal loans and are withdrawing, must contact the Student Loan Coordinator, WH 124, for an exit interview.

Students who receive support from the Tuition Assistance Program (TAP) should contact the Office of Student Accounts to determine the financial impact of the withdrawal from college.

Student's Full Name

N									
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Student ID

Obtain all applicable signature before returning this form:

Educational Opportunity Participant

Signature of EOP Advisor

Date

On Campus Resident Student Last date in residence: _____

Signature of Director of Residence Life

Date

International Student

Signature of International Advisor

Date

All students, whether or not they receive aid, must obtain a signature from the Office of Student Accounts, WH 114.

Signature (**REQUIRED**)

Date

By signing this form, I am certifying that I understand the conditions of this request

Student's Signature

Date

Return completed and signed form to the Registrar (WH 115) for final approval

Registrar's Signature

Special Circumstances Refund Request

For students withdrawing from all classes prior to the midpoint of the semester only.

Students who withdraw from college prior to the course withdrawal period for circumstances beyond their control, may contact Students Accounts (stuacct@newpaltz.edu) to see if a refund request is applicable.

All questions about refunds should be directed to Student Accounts stuacct@newpaltz.edu.