



Do not write above this line.

Office of the Registrar
Armitage Hall
Rutgers, The State University of New Jersey
311 North 5th Street
Camden, NJ 08102-6053

registrar.camden.rutgers.edu
856-225-6053
Fax: 856-225-6453

NOTIFICATION OF WITHDRAWAL FROM SCHOOL

Student Section (To be completed in its entirety by the student) Please see reverse side for additional information.

Last Name, First, MI (Print) Student ID#

/ / CMS BOX:
School / Class / Curriculum

STREET AND NUMBER

CITY STATE ZIP

TO THE REGISTRAR:
I WISH TO WITHDRAW FROM

COLLEGE

FOR THE FOLLOWING REASON(S):CHECK BELOW
SEMESTER/YEAR

PERSONAL FINANCIAL HEALTH 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

OFFICE OF THE REGISTRAR USE ONLY

Empty box for stamp

DATE RECEIVED

W C

EFFECTIVE DATE

(The effective date will be the date of the first approved Dean's signature below. This form is invalid unless presented to the Office of the Registrar within 72 hours of the first Dean's signature)

Cancel: From To

REGISTRAR AUTHORIZATION / DATE

ADMINISTRATIVE APPROVAL ONLY

APPROVAL SIGNATURES:

ACADEMIC ADMINISTRATOR DATE

FINANCIAL AID DATE

The front side of this form must be completed in its entirety before it will be processed.

This form must be signed by the following:

- A. Appropriated Academic Administrator, Second and Third Floor, Armitage Hall
- B. Financial Aid Office, Lower Level, Armitage Hall

Withdrawing prior to the beginning of the semester will result in the following:

No grades will be recorded and you will be entitled to a 100% refund of tuition and fees.

Withdrawing on or after the first day of the semester, will result in the following:

Grades of “W” will be assigned and tuition charges will be reduced accordingly. A student who voluntarily withdraws from all courses during the first six weeks of a semester will receive a partial reduction of tuition and fees (campus, school, and computer) according to the week of withdrawal as follows.

Weeks of Semester:	First/Second	Third/Fourth	Fifth/Sixth
	80%	60%	40%

Withdrawing during the seventh through twelfth week of the semester, will result in the following:

Tuition and fees are not refundable and a grade(s) of “W” will be assigned to your academic record.

The effective date of withdrawal is when the Office of the Registrar receives the written statement of withdrawal. Non attendance in class has no bearing on the refund policy. Actual meeting dates of individual courses have no bearing on the refund policy.

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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	