



University Withdrawal

First	Middle	Last	Student ID Number
Permanent Address Street:			Today's Date
City	State	Zip Code	Effective Semester from which you are withdrawing

Reason for a Withdrawal

Are you withdrawing completely from the University and Program? YES NO

If NO, what is your anticipated return semester to CCSU: _____
Undergraduate students can be away on a Leave of Absence for up to two consecutive semesters (fall/spring);
Graduate level students can be away on a Leave of Absence for up to four consecutive semesters (falls/springs)

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. Consult the University Calendar for specific term dates at: <https://www.ccsu.edu/calendar/>.

Tuition & Fee Charges: Cancellation of tuition and fees charges upon withdrawal (if applicable) is based on the date of withdrawal and in accordance with the refund policy found at: <https://www.ccsu.edu/bursar/refundPolicy.html>.

Prior to withdrawing, contact the Bursar's Office (Willard-DiLoreto Hall W212, 860-832-2010, billing-bursar@ccsu.edu) and, if you are a financial aid recipient, the Financial Aid Office (Willard-DiLoreto Hall W208, 860-832-2200, finaid@ccsu.edu) to discuss any financial implications of withdrawing.

Additionally, students in the following groups must contact the appropriate office(s) to ensure proper withdrawal:

- **Residential Students:** Contact Residence Life, Mid Campus Residence Hall Room 118 (860-832-1660)
- **Veterans Benefits Recipients:** Contact Veterans Affairs, Willard-DiLoreto Hall D201 (860-832-2838)
- **Student Athletes:** Contact your Athletic Compliance Officer.
- **International Students (F & J Student Visas):** Contact the Center for International Education.

A University Withdrawal with a Leave of Absence is a period of withdrawal from CCSU for up to two consecutive semesters (fall/spring) for Undergraduate students, or up to four consecutive semesters (falls/springs) for Graduate level students. During this time a student maintains his/her matriculation and is entitled to return to CCSU without requiring readmission. **Please note:** A withdrawal with a leave of absence is not a federally approved leave and could impact the grace period for student loan repayment. **Standard tuition and fee refund policies apply to students who withdraw with a leave of absence.**

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 Signature

Date

Please complete this form and return to the Office of the Registrar.
Willard-DiLoreto Room D202, 1615 Stanley Street, New Britain, CT 06050
Fax it to 860-832-2250 or email it to regstaff@ccsu.edu