

CAYUGA COMMUNITY COLLEGE

197 Franklin St., Auburn, N.Y. 13021

Official Withdrawal Form

Please check method of withdrawal: Per Phone Call In Person By Mail

Date withdrawal requested: _____

Social Security Number

Student's Name

Veteran: Yes No

Address

I am withdrawing from Cayuga Community College for the following reason (please check appropriate box):

Moved from area: (my new address is below)

To seek employment full-time

Unable to pass current course load

Financial reasons (cannot afford college at this time)

Personal (please explain on back of form)

Health

Entering the Armed Services

Other: _____

Do you anticipate returning to Cayuga in the future? Yes No

To best assist you, please follow these steps prior to withdrawing.

1. Discuss your plans with a student development counselor, ask to sign below.
2. Speak with a financial aid advisor about the financial impact this decision may have on money owed to the College and future financial aid eligibility. Ask to sign below.
3. Ask for a statement of account from the Business Office. (Standard refund policy applies)
4. Check with the library to determine any outstanding fines or return books.
5. Return signed form to the Registrar's Office with your current student ID card.

Student Development Counselor

Date

Financial Aid Counselor

Date

I understand that based upon this withdrawal I am responsible for any outstanding financial obligations such as tuition charges, library books and fines, athletic equipment, telecommunications equipment.

Withdrawal is not official without student's signature

Student's Signature

Today's Date

Last Class Attended: _____

Last Date Attended: _____

Updated Spring2005

Office of the Registrar

PLEASE NOTE: This form must be returned to the Registrar's Office with your current Student I.D. Card.