



Official Withdrawal Form

MAIL OR EMAIL TO:

The Centers for Student Engagement and Academic Advisement

EMAIL: studenteng@cayuga-cc.edu PHONE: 315-294-8523

AUBURN CAMPUS: 197 Franklin Street, Auburn, NY 13021

PLEASE NOTE: WITHDRAWING FROM THE COLLEGE CAN HAVE ACADEMIC AND FINANCIAL CONSEQUENCES.

Please review the **IMPACT OF WITHDRAWAL** included on the back of this form. Your withdrawal is not considered official until processed by the Registrar's Office.

STUDENT INFORMATION

Student Name:

Student ID (C#):

Home Phone:

Mobile Number:

College Email Address:

Street Address:

City:

State:

Zip Code:

Veteran: ☐ Yes ☐ No

I AM WITHDRAWING FROM CAYUGA COMMUNITY COLLEGE FOR THE FOLLOWING REASONS

Please check all appropriate boxes:

☐ Attending Another College

☐ Personal

☐ Academic Issues

☐ Relocating (Please fill out [Change of Address Form](#))

☐ Entering Armed Forces

☐ Work

☐ Financial Difficulty

☐ Other

☐ Health or Medical Issues

If other, please provide more information above.

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

FINANCIAL RESPONSIBILITY & WITHDRAWAL ACKNOWLEDGMENT

I understand that, based on this withdrawal, I am responsible for any outstanding financial obligations to Cayuga Community College. I have read and understand the Impact of Withdrawal information on the back of this form.

Student Signature:

Date:

FOR OFFICE USE ONLY

Method of Withdrawal: ☐ Per Phone Call ☐ In Person ☐ By Mail ☐ Cayuga Email ☐ Other

Date Withdrawal Requested



Impact of Withdrawal Statement

YOUR WITHDRAWAL IS NOT CONSIDERED OFFICIAL UNTIL PROCESSED BY THE REGISTRAR'S OFFICE.

Impact of Withdrawal

You may withdraw from the institution prior to the first day of the term without tuition liability. If you withdraw after classes have started, the actual date of withdrawal may affect your enrollment status, satisfactory academic progress, financial liability and/or financial aid eligibility.

THE EFFECTIVE DATE OF THE WITHDRAWAL IS THE DATE YOU REQUESTED A WITHDRAWAL AS NOTED ON THE FORM.

Enrollment Status

The effective date of the withdrawal will affect your full or part-time enrollment status. For the purpose of establishing an enrollment status, enrolled credits are the number of registered credits you are enrolled in at the time of withdrawal.

Academic Standing-Satisfactory Academic Progress (SAP)

The effective date of withdrawal also affects the calculation of satisfactory academic progress. The date of withdrawal will determine the number of credits you have attempted in the semester. Please see the [College Catalog](#) for information on maintaining eligibility for Federal and State financial aid. Withdrawing from courses may have an effect on your future aid eligibility.

Student Account

If the effective date of withdrawal is prior to the start date of the term, 100 percent of tuition and fees are refundable. If a withdrawal is on the first calendar day of the term or thereafter, your refund will be based on the SUNY refund policy as outlined in the [College Catalog](#). If your withdrawal creates a credit balance on your account from payment directly from you, your refund will be processed by [Student Financial Services](#). If your withdrawal creates a balance due, you will be able to view it in the [myCayuga portal](#).

Financial Aid

Withdrawing may impact your federal, state, and institutional grants and loans, scholarships, and third-party sponsorships for the current term as well as future terms. The federal government awards funds to you under the assumption that you will attend school for the entire period for which assistance is awarded. Depending on the date of your withdrawal, the [Financial Aid Office](#) may be required to recalculate your federal financial aid eligibility. If a student leaves the college prior to completing 60% of the payment period, typically they would have earned only a portion of the federal financial aid that they received, or are scheduled to receive, for that term. This means that we may have to return all or part of your aid for this term. You will become financially responsible for any balance due that results from this calculation. Please refer to your catalog for complete information under Return to Title IV (R2T4).

If you borrowed under the Federal Direct Student Loan Program, the College is required to report to the Federal Loan Processor the date you have withdrawn from the institution. You will begin repayment on your loans six months from this date unless you have already used your grace period or are enrolled in another institution.

Military Affiliated Students Receiving VA Educational Benefits

Since a total withdrawal may result in a financial liability, students utilizing education benefits should contact the VA at **1-800-827-1000** prior to submitting this form.