



State University of New York

## **Student Engagement and Financial Aid Withdrawal Form Procedures**

**WITHDRAWING FROM THE COLLEGE CAN HAVE ACADEMIC AND FINANCIAL CONSEQUENCES. PLEASE FOLLOW THE INSTRUCTIONS BELOW:**

***Please follow the instructions below when processing student's withdrawal forms:***

- 1.** Student completes the Withdrawal Form. Student will bring it personally to the Student Engagement Office to begin the withdrawal process. Students who do not personally bring the form to campus are instructed to fax, e-mail, or mail the completed form to the Student Engagement Office.
- 2.** The Student Engagement Office will immediately upon receiving the completed form, complete the "DATE WITHDRAWAL REQUESTED" in the "office use only" section of the form. An Advisor will discuss the academic impact of withdrawing with the student and sign the form. If the student mailed or faxed the form, the Student Engagement Advisor signs the form and sends it to the Financial Aid Office.
- 3.** The Student Engagement Advisor will escort the student to the Financial Aid Office. Do not give the student the form back. A Financial Aid Counselor will discuss the financial implications of withdrawing with the student. All students who have financial implications from withdrawing will receive a letter from the Financial Aid Office.
- 4.** The Financial Aid Counselor will sign the form and make a copy to be used in the Return to Title IV (R2T4) federal process. The original, completed form will be submitted to the Registrar's Office. Do not give the form back to the student.
- 5.** The Registrar's Office will record the withdrawal date into the Banner system using the date recorded in the "Office Use Only" section of the form. The form will be scanned into the College OnBase system under "REG-Withdraw Form."



# Official Withdrawal Form

FAX, MAIL OR EMAIL TO:

The Centers for Student Engagement and Academic Success

EMAIL: [studenteng@cayuga-cc.edu](mailto:studenteng@cayuga-cc.edu)

AUBURN CAMPUS: 197 Franklin Street, Auburn, NY 13021 Tel: (315) 315-294-8523 Fax: (315) 294-8840

FULTON CAMPUS: 11 River Glen Drive, Fulton, NY 13069 Tel: (315) 315-593-9394 Fax: (315) 592-2265

State University of New York

## PLEASE FOLLOW THESE STEPS PRIOR TO WITHDRAWING AND COMPLETE THE FORM BELOW

1. Discuss your plans with a Student Engagement and Financial Aid Representative about the academic and financial impact this decision may have on money owed to the College, future financial aid eligibility, and academic implications. Your form will be left with a Student Engagement or Financial Aid Representative and be sent to the Registrar's Office to be processed.
  2. Read the **IMPACT OF WITHDRAWAL** included with this form.
  3. Check with the library to determine any outstanding fines or return books.
- Your Withdrawal is Not Considered Official Until Processed by the Registrar's Office**

C# \_\_\_\_\_ Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone \_\_\_\_\_  
City State zip code

Veteran:  Yes  No

### I AM WITHDRAWING FROM CAYUGA COMMUNITY COLLEGE FOR THE FOLLOWING REASONS (Please check appropriate box):

- Lack of academic program
- Attending another College
- Relocating (Please fill out change of address form)
- Financial difficulty
- Personal
- Health
- Entering armed forces
- Work
- Life is too busy for college
- Other \_\_\_\_\_

DO YOU ANTICIPATE RETURNING TO CAYUGA IN THE FUTURE?  Yes  No

**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, AND OTHER CHARGES ON MY BILLING ACCOUNT. I HAVE READ THE IMPACT OF WITHDRAWAL FORM.**

Student Signature \_\_\_\_\_

### FOR OFFICE USE ONLY: PLEASE PRINT

Date Withdrawal Requested: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Student Engagement \_\_\_\_\_

Financial Aid Representative \_\_\_\_\_

Please Check Method of Withdrawal:  Per Phone Call  In Person  By Mail  Cayuga Email  Fax  Other

**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 has 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 may 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 withdraw.

### **• 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 the Student Accounts Office. If your withdrawal creates a balance due, you will receive a bill from the Student Accounts Office.

### **• 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 Students Receiving VA Educational Benefits**

Since a total withdrawal may result in a financial liability, students utilizing education benefits should contact the VA at 1-800-442-4551 prior to submitting this form.