

Withdrawal Form

Student name _____

Student ID# _____ Daytime phone _____

Email address _____

Address _____

Instructions: use this form *only* if you are unable to access your MyESC. Please visit MyESC and click on the “Register for Classes” tab to drop any or all of your studies.

Indicate the term and the specific studies/courses you are requesting to withdraw from in the table below.

Select one box	Specify term	Specify name of studies/courses to be withdrawn from
I am withdrawing from all the studies/courses in this term.		All studies/courses from this term
I am withdrawing from only the studies/courses listed in this term.		
I am using CH33 VA Educational Benefits and I have mitigating circumstances.		

Your withdrawal and the timing of your withdrawal may have an impact on your:

- Enrollment status
- Satisfactory academic progress (SAP)
- Student account
- Federal, state, and institutional grants, loans, scholarships, and third-party sponsorships
- Veterans Educational Benefits

 For more information see page 2 or visit the website www.esc.edu/Withdrawal.

Please sign the completed form and return via:

Fax 518-580-0105

or

U.S. mail

 SUNY Empire State College
 Office of the Registrar
 111 West Avenue
 Saratoga Springs, NY 12866-6069

This form is not valid without your signature. Your signature affirms your request to withdraw from your SUNY Empire State College studies listed above and that you have read the impact of withdrawal information (page 2 of this form). If you have any form of financial aid, including student grants, loans, scholarships and third-party sponsorships you understand your decision to withdraw may impact your financial aid and agree that the financial aid you are entitled to may be used to cover any current charges on your account.

Student signature _____ Date _____

FOR OFFICE USE ONLY

Effective date of withdrawal _____ Date processed _____

IMPACT OF WITHDRAWAL

Students may withdraw from a study until the last day of an enrollment term. However, the actual date of withdrawal may affect enrollment status, satisfactory academic progress, financial liability, and/or financial aid eligibility.

The effective date of the withdrawal is the date faxed or the postmark date.

For more detailed information please visit our website at www.esc.edu/Withdrawal.

ENROLLMENT STATUS

The **effective date** of the withdrawal may affect the full- or part-time enrollment status of the student. For the purpose of establishing enrollment status, enrolled credits are the number of registered credits after calendar day 28 of the enrollment term. For example, a student who first enrolls for 12 credits and withdraws from one 4-credit study on or before calendar day 28 remains enrolled for only 8 credits and is no longer considered full time. If the student withdraws after calendar day 28, he or she is considered full time.

ACADEMIC STANDING – Satisfactory Academic Progress (SAP)

The **effective date** of a withdrawal also affects the calculation of satisfactory academic progress. For purposes of calculating satisfactory progress, credits attempted are the number of registered credits after calendar day 28 of the enrollment term. Thus, the date of withdrawal affects whether the credits are counted in the number of credits attempted. For example, if a student first enrolls for 12 credits and then withdraws from one 4-credit study on or before calendar day 28, satisfactory progress is calculated on 8 credits attempted. If the student withdraws after calendar day 28, satisfactory progress is calculated on 12 credits attempted.

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, the college fee, student activity fee and late registration fee are nonrefundable. For standard 15 week terms the technology fee (formerly telecommunications fee), health and wellness fee and tuition are subject to the liability (as shown). A liability table for terms other than 15 weeks in length can be found on www.esc.edu/Withdraw under Student Account.

Effective Date of Withdrawal	Percent Liability
Withdraw prior to begin date	0
* Withdraw Calendar Day 1-7	0
Withdraw Calendar Day 8-14	30
Withdraw Calendar Day 15-21	50
Withdraw Calendar Day 22-28	70
Withdraw Calendar Day 29 and after	100

** The first calendar day of the term is day one.*

Refund: If your withdrawal creates a credit balance on your account from payment directly from you, your refund will be processed within four weeks of the receipt of this form. Payments by credit card will be applied to that card. For payments made by check, you will receive a refund check. You will not receive a refund from financial aid funds.

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. A withdrawal that results in a change from full- to part-time enrollment status can jeopardize your financial aid eligibility. Following your withdrawal, all of your aid will be recalculated and you may have to return all or part of your aid for this term. Your withdrawal may result in a balance due on your account. Review Empire State College statements on Eligibility for New York State Financial Aid and Eligibility for Federal Financial Aid. For more detailed information please visit our website at www.esc.edu/FinancialServices.

MILITARY STUDENTS RECEIVING CHAPTER 33 VA EDUCATIONAL BENEFITS

Withdrawing from one or more of your studies after the end of the school's add/drop period may result in the Veterans Administration reducing or stopping your benefits on the date of reduction or withdrawal. If you withdraw from a study, or studies, after the end of the add/drop period, you may have to repay all benefits for the studies unless you can show the change was due to mitigating circumstances. The VA defines mitigating circumstances as unavoidable and unexpected events that directly interfere with your pursuit of a course and are beyond your control.