



Office of the Registrar  
 Armitage Hall  
 Rutgers, The State University of New Jersey  
 311 North 5<sup>th</sup> Street  
 Camden, NJ 08102-6053

registrar.camden.rutgers.edu

Phone: 856-225-6053

Fax: 856-225-6453

## Notice of Withdrawal from the University

**STUDENT** *(To be completed in its entirety by the student)*

NAME: Last      First      MI *(please print)*      RUID #

PERMANENT ADDRESS      STREET

CITY      STATE      ZIP

EMAIL ADDRESS      PHONE #

I WISH TO WITHDRAW FROM:     Fall 20\_\_     Spring 20\_\_  
     Summer 20\_\_     Winterim 20\_\_

FOR THE FOLLOWING REASON(S): *(check all that apply and give as much detail as possible)*

- Personal     Financial     Medical     Academic     Transfer  
 Military     Work Conflict     Change of Major     Other

EXPLAIN BRIEFLY:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you registered for next semester?     Yes     No

I intend to return in (tentative semester/year of re-enrollment):  
 Fall 20\_\_     Spring 20\_\_     Summer 20\_\_     Winterim 20\_\_

I do not intend to return. If transferring to another institution, please provide the name of that institution:

\_\_\_\_\_

Are you receiving VA Benefits?     Yes     No  
 Are you an International Student with an F-1 or J-1 status?     Yes     No  
 Are you an EOF Program participant?     Yes     No

X

**STUDENT'S SIGNATURE**      **DATE**

OFFICE OF THE REGISTRAR USE ONLY

DATE RECEIVED

\_\_\_\_\_  
 EFFECTIVE DATE

(The effective date will be the date of the first approved signature below. This form is invalid unless presented to the Office of the Registrar within 72 hours of the first signature.)

\_\_\_\_\_  
 Processed by / Date

**ADMINISTRATIVE APPROVAL ONLY**

\_\_\_\_\_  
 Designated Advising Administrator Name *(please print)*

\_\_\_\_\_  
 Designated Advising Administrator Signature    Date

\_\_\_\_\_  
 Financial Aid Officer Name *(please print)*

\_\_\_\_\_  
 Financial Aid Officer Signature    Date

\_\_\_\_\_  
 \* International Student Services Name *(please print)*

\_\_\_\_\_  
 \* International Student Services Signature    Date

\_\_\_\_\_  
 \* EOF Counselor Name *(please print)*

\_\_\_\_\_  
 \* EOF Counselor Signature    Date

*\*If Applicable.*

## Rutgers- Camden Withdrawal Instructions

**The *Notice of Withdrawal from the University Form* must be completed in its entirety before it will be processed.**

**STEP 1: Complete the left side of the first page, then print and sign the form.** Please provide as much detail as possible about your reason for withdrawal and your plans for return. You may submit an additional page if needed.

**STEP 2: You must discuss this withdrawal with a designated advising administrator in your school.** That individual will review implications, address your questions, and then sign and date the form.

Designated Advising Administrator		
College/School/Program	Location/Contact	Phone
College of Arts & Sciences and University College – Undergraduate	Office of Academic Advising, 311 Cooper Street	856-225-6043
College of Arts & Sciences – Graduate	3 <sup>rd</sup> Floor Dean’s Office, Armitage Hall	856-225-6149
School of Business – Undergraduate	Office of Academic Services, BSB, Second Floor	856-225-6216
School of Business – Graduate	Dr. Rakesh Sambharya/Ms. Joany McCracken, BSB 2 <sup>nd</sup> Floor	856-225-6712/856-225-6452
School of Law	Angela Baker, 217 N. 5 <sup>th</sup> Street, Room 609	856-225-2521
School of Nursing	311 N. 5 <sup>th</sup> Street, Armitage Hall, Room 409	856-225-6226
Off-Campus Programs – Atlantic Cape	Jason Jankowski @ Atlantic Cape	609-343-2090
Off-Campus Programs – Brookdale	Joe Walsh @ Brookdale	732-625-7012
Off-Campus Programs – Camden County	Cal Maradonna @ Rutgers-Camden Campus	856-225-6135
Off-Campus Programs – JBMDL	Maria Yates @ JBMDL	609-353-1273
Off-Campus Programs – Raritan Valley	Katherine Birckmayer @ Raritan Valley	908-526-1200 ex.8986

**STEP 3A: Visit your Financial Aid Officer in the Office of Financial Aid in the Lower Level of Armitage Hall (or call 856-225-6039 if you are in an off-campus program)** to discuss how the withdrawal will impact your current and future semester financial aid awards, grants, loans, and refunds, as well as your financial aid eligibility. The Financial Aid Officer will then sign and date your form.

- **STEP 3B:** If you are an *EOF Program participant*, please speak with Financial Aid first, and then your EOF Counselor located in the Center for Learning and Student Success in Armitage Hall Room 231, or call 856-225-6107 if you are in an off-campus program.
- **STEP 3C:** If you are an *International Student* with a J-1 or F-1 Visa type, please see Dean Atkins, Campus Center, 326 Penn Street, Room 324 (856) 225-2521. You do NOT need to visit the Office of Financial Aid.

Implications for Fall and Spring Semester Complete Withdrawals		
Date	Grades/Transcript	Refund of Tuition and Fees
Prior to the beginning of the semester	No grades recorded	100%
1 <sup>st</sup> – 2 <sup>nd</sup> week of classes	Grades of W will be assigned	80%
3 <sup>rd</sup> – 4 <sup>th</sup> week of classes	Grades of W will be assigned	60%
5 <sup>th</sup> – 6 <sup>th</sup> week of classes	Grades of W will be assigned	40%
7 <sup>th</sup> – 12 <sup>th</sup> week of classes	Grades of W will be assigned	0%
13 <sup>th</sup> week – end of the semester: Complete Withdrawals are not available during this time.	Letter grades earned.	0%

**STEP 4: Return the *Notice of Withdrawal from the University Form* to the Office of the Registrar at the address listed on the first page.**

NOTE: The effective date of withdrawal corresponds to the date on which this form is received in the Office of the Registrar. Actual dates of course attendance do not impact the refund policy.