MARLBORO COLLEGE

NOTICE OF MID-SEMESTER WITHDRAWAL FROM THE COLLEGE

DATE OF NOTIFICATION	NAME: _____

IMPORTANT: The receipt of this form is official notification to the College of your intent to withdraw from school as of the date above. Faculty and administrative offices will be notified today that you have withdrawn from the College effective immediately. Note that all privileges of being a Marlboro student cease after 24 hours of your withdrawal: housing, library borrowing (unless you permanently reside in Marlboro), meal plan, use of Total Health Center. Consult the appropriate Dean or Director for exceptions.

To void this withdrawal, you must submit a written statement to the Registrar that you do not intend to withdraw from the College.

REFUND: No refund of any tuition, fees, room or board charges will be made when you withdraw from the College at any time after enrollment except **as specified on the reverse side of this form**. In no event is the $300 enrollment deposit refundable.

GRADES: Your instructors will be asked to assign a withdrawal (WP or WF) grade in each of your classes.

You must also arrange for the following *required* exit interviews:

- ☐ Exit interview completed with the Director of Advising.
- ☐ Exit interview completed with Financial Aid – if you receive any financial aid.

I am WITHDRAWING from the ☐ **FALL** ☐ **SPRING** **20____** Semester WSP? ☐ Yes ☐ No

Class standing: ☐ FR1 ☐ FR2 ☐ SO1 ☐ SO2 ☐ JR1 ☐ JR2 ☐ SR1 ☐ SR2

LAST DATE OF AN ACADEMICALLY-RELATED ACTIVITY (see refund policy on other side): _____

Reason for withdrawal: _____

MAILING ADDRESS & phone number after you leave: _____

_____

NOTE: **According to the Family Educational Rights and Privacy law, if you requested that Directory Information be withheld, that request will be honored after you leave the College unless you notify the Registrar in writing otherwise.** The hold means that we cannot verify dates of attendance or release your address or any other Directory Information.

Signed:	_____ Student	_____ Date
APPROVED:	_____ Academic Advisor	_____ Date
	_____ Director of Advising	_____ Date
	_____ Financial Aid	_____ Date
	_____ Library Staff	_____ Date
	_____ Director of Student Accounts	_____ Date
	_____ Director of Housing & Residential Life	_____ Date

PLEASE SUBMIT THIS FORM TO THE REGISTRAR AFTER OBTAINING ALL SIGNATURES.

When finalized the Registrar will provide a copy of this form to Financial Aid and Student Accounts.

REFUND POLICY

No refund of any tuition, fees, room or board charges will be made in the event that a student withdraws from the College at any time after enrollment except as herein specified. No refund is made in cases of suspension or expulsion. Students who are granted a leave of absence after the start of classes generally will be treated in the same manner as students who withdraw from the College. A student's withdrawal date is:

- the date the student begins the College's withdrawal process and officially notifies the Registrar's Office of intent to withdraw; or
- the midpoint of the semester for a student who leaves without notifying the College; or
- at the College's discretion, the student's last date of attendance at a documented academically-related activity (which includes but is not limited to an exam, a tutorial, computer-assisted instruction, academic counseling, academic advising, turning in a class assignment or attending a study group that is assigned by the institution).

If the withdrawal is official before the first day of introductory classes, a full refund of all tuition and fee charges less the non-refundable enrollment deposit fee and comprehensive health fee is given. In no event are enrollment deposit fees or room charges refundable. The enrollment deposit may be carried forward in the event a student postpones enrollment for one term. Students who accept a housing assignment but subsequently do not live in campus housing for any reason will be charged a room reservation fee in the amount of $400. Students with approved housing assignments who fail to notify the College that they will not live in campus housing at least two weeks prior to the occupancy date are responsible for the full room charge.

If the official withdrawal occurs on or after the first day of classes, the schedule of tuition and fees refunded is as follows:

- If the withdrawal occurs within the first week, 80 percent of tuition is refunded;
- If the withdrawal occurs within two weeks, 60 percent of tuition is refunded;
- If the withdrawal occurs within three weeks, 40 percent of the tuition is refunded.
- If the withdrawal occurs within four weeks, 20 percent of the tuition is refunded.
- No tuition is refunded for withdrawal after four weeks.

Students who move off campus during the term for personal reasons (or who live in campus housing not requiring them to be on meal plan) who opt to discontinue participation in the meal plan qualify for a refund of board fees according to the refund schedule above.

Withdrawing students who live in campus housing are expected to vacate the campus within 24 hours of notifying the Registrar of their intent to withdraw unless an extension has been granted by the Associate Dean of Students.

If the College's refund policy conflicts with the Veterans Administration regulations concerning enrolled veterans receiving V.A. benefits, the V.A. policy on refunds will prevail.