



Application for Withdrawal

Complete this form* if you are withdrawing from the College for the current semester or permanently. Course tuition will be refunded in full if formal written withdrawal is made before the first class meeting. Otherwise, tuition will be charged on a pro-rata basis as described.

If you withdraw during the

1st week of class, you will owe 25% of the semester's tuition and fees

2nd week of class, you will owe 50% of the semester's tuition and fees

3rd week of class, you will owe 75% of the semester's tuition and fees

4th week of class or later, you will owe 100% of the semester's tuition and fees

* **Application Directions:** Students who have received Federal Student Loans and/or Teach Grants will need to complete and attach to this application confirmation page(s) of applicable Exit Counseling. Loan Exit Counseling may be completed online at www.studentloans.gov

Teach Grant Exit Counseling may be completed at www.nsls.ed.gov

Student Name _____

MCNY ID# _____

E-mail _____ **Phone** _____

Degree Associate Bachelor MS MPA MBA

Curriculum _____ **Purpose** _____

Withdrawal Period Current semester Permanent

Date Effective _____

Reason for Withdrawal _____

To complete your withdrawal request, please request the following offices to sign and date. Add your signature and submit to the Registrar's Office.

Student Services _____

Financial Services _____

Student Signature

Date

OFFICE OF THE REGISTRAR USE ONLY

Staff/Date received _____

Staff/Date entered _____