



Withdrawal Form

Academic Advising Services, 4th Floor Reed Library

Phone: 716-673-3188 Fax: 716-673-3801 Email: advising@fredonia.edu

Read the following before completing the form

Once you have the form, please note you must email the following offices and upon receiving a response from the office, write in the name of the staff member that replied to you in the signature box. Please send emails with any questions you may have about the impact the withdrawal will have in the related areas.

Financial Aid (financial.aid@fredonia.edu) – Withdrawing from Fredonia could impact financial aid in the current and/or future semesters. Due to complex regulations, you will consult with the Financial Aid Office where they will inform students of the implications the withdrawal/leave will have on their financial aid

Student Accounts (student.accounts@fredonia.edu) – When possible, students should withdraw before the start of the semester to minimize tuition and fee liability. Once the semester starts, the effective date of withdrawal determines whether the student will receive any refund. The Student Accounts Office will provide information regarding how your semester bill will be adjusted as a result of your withdrawal.

Residence Life (reslife@fredonia.edu) – The Office of Residence Life will inform students about their card access and will discuss the process required for properly checking-out of the residence hall.

* This signature is only needed if you live in campus housing

FSA (fsa.office@fredonia.edu) - Provides an opportunity for students to be informed and ask questions about account cancellations and refunds if applicable.

Additional Things to Know

- A student shall not be exempt from disciplinary proceedings for behavioral infractions that occurred prior to leaving. A withdrawal does not override a student conduct (judicial) referral.
- When withdrawing from the current semester, full-semester courses are assigned WC grades (withdrawal from college). WC grades do not count in the semester or cumulative grade point averages. Course(s) completed before the effective date of withdrawal, receive the grade earned and will count in the semester & cumulative GPA's.
- If you plan on returning to Fredonia, please go to the Registrar's Office Readmission/Reinstatement web page [<https://www.fredonia.edu/academics/registrar/readmission-and-reinstatement>]



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Important factors to take into consideration:

- **Tuition and fee Liability:** When possible, students should withdraw before the start of the semester to minimize tuition and fee liability. Once the semester starts, the effective date of withdrawal determines whether the student will receive any refund of tuition, fees, or meal plan. Refer to Student Accounts Office website <http://fa.fredonia.edu/studentaccounts/> for refund details.
- **Financial Aid:** Withdrawing from the college could impact your financial aid in the current and/or future semesters. Due to complex regulations, you should consult with the Financial Aid office as soon as possible.

College Withdrawal Policies & Procedures:

- If withdrawing from the current semester, full-semester courses are assigned WC grades (withdrawal from college). WC grades do not count in the semester or cumulative grade point averages. Course(s) completed before the effective date of withdrawal receive the grade earned and will count in the semester & cumulative GPA.
- Students granted a college withdrawal relinquish the right to use all college services and privileges.

COMPLETE ALL REQUESTED INFORMATION AND OBTAIN ALL REQUIRED SIGNATURES

Legal Name:		Fredonia ID:	
Major:		Telephone:	
On Campus Address:			
Permanent Address: (Street, City, State, Zip)			
Personal Email Address:			
Are you currently receiving veteran's entitlement:	No: <input type="checkbox"/> Yes: <input type="checkbox"/>	Have you attended any classes this semester:	No: <input type="checkbox"/> Yes: <input type="checkbox"/>
Do you intend on returning to Fredonia?	No: <input type="checkbox"/> Yes: <input type="checkbox"/>	If yes, when?	
Reason for withdrawal:			

REQUIRED SIGNATURES by the following offices:

<i>Office Name & Contact Information</i>	<i>Signature</i>	<i>Date</i>
Student Accounts, 716-673-3236, student.accounts@fredonia.edu		
Financial Aid, 716-673-3253, financial.aid@fredonia.edu		
Residence Life, 716-673-3341, reslife@fredonia.edu		
Faculty Student Association, 716-680-6228, fsa.office@fredonia.edu		

Student's Signature:

Date:

Date Received: _____
Date Processed: _____
Processed By: _____
Number: _____

Email completed form to, advising@fredonia.edu