

## WITHDRAWAL / LEAVE OF ABSENCE

Enter your information and return the completed form to the School of Environmental and Biological Sciences, Office of Academic Programs, **Martin Hall, Room 205** on Cook Campus. **International students** must contact the Center for Global Studies *before* submitting this form.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

RUID: \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Statement of Withdrawal	Student Statement of Responsibility
<p>I wish to withdraw* from the <b>School of Environmental and Biological Sciences</b> at Rutgers University in the:</p> <p style="margin-left: 40px;">Fall _____ of 20 _____</p> <p style="margin-left: 40px;">Spring _____</p> <p>for the following reason(s):</p> <p style="margin-left: 40px;">Personal    Financial    Medical    Other</p> <p>Explain briefly. Your comments will be kept confidential:</p>	<p>I understand that it is <b>my responsibility</b> to contact the Offices listed below that pertain to my situation. I have marked the appropriate offices that I am <b>required</b> to contact:</p> <ul style="list-style-type: none"> <li>Educational Opportunity Fund (EOF)</li> <li>Housing Office – Return keys</li> <li>Honors Program</li> <li>Dining Services – Cancel meal plan</li> <li>Financial Aid – Exit interview</li> <li>Veteran Services</li> <li>Center for Global Services</li> </ul> <p>I understand that if I fail to contact and fulfill the requirements these offices as applicable to my situation, charges to my account will continue.</p>

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only

**\*If you choose to return to Rutgers University at any time, you are required to apply for reenrollment at: <http://ugadmissions.rutgers.edu/reenrollment/>**

**For questions about this form, email [recordsclerk@sebs.rutgers.edu](mailto:recordsclerk@sebs.rutgers.edu)**