

**The College of New Jersey**  
**Office of Records & Registration**

P.O. Box 7718  
Ewing, New Jersey 08628-0718  
Phone: (609)771-2141 Fax: (609)637-5184

**School Withdrawal/Leave of Absence Form- FALL 2016**

All questions must be answered. Incomplete responses will delay the processing of this form.

**TO SUBMIT:** Please email this completed form as an attachment to [withdraw@tcnj.edu](mailto:withdraw@tcnj.edu)

You must submit this form using your TCNJ email account. Submission can be verified by checking your Sent folder in your email account. Additionally, you will receive a confirmation email from our office within one business day.

Date: _____ (mm/dd/yyyy)	TCNJ PAWS ID: _____
First Name: _____	Last Name: _____
Campus Residence (if applicable) _____	
Permanent Address: Street Address: _____	
Street Address 2: _____	
City: _____ State: _____ Zip Code: _____	
TCNJ E-Mail: _____@tcnj.edu	Alternate E-Mail: _____
Phone Number: (     )     -	Cell Phone Number: (     )     -
Current Career (Select one): <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Non-Matriculated <input type="checkbox"/> International Student	
Primary Major: _____	
Select one: <input type="checkbox"/> Withdrawing (not returning to the College) <input type="checkbox"/> Leave of Absence (returning the following semester)	
Please indicate the semester you are leaving: <input type="checkbox"/> Fall <input type="checkbox"/> Spring	
Are you completing the current semester? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What semester are you returning <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Not Applicable <input type="checkbox"/> Other _____	
Please Provide a brief explanation for your withdrawal/leave of absence:	
It is my intention to withdraw from the College. I understand that I am required to complete an Exit Interview form from the Office of Records and Registration. I also understand that I must satisfy any balance that I owe to the College. I must also complete online exit loan counseling if I received any federal student loans while in attendance at TCNJ. I understand that as a recipient of a TCNJ Scholarship, I should contact the Scholarship Coordinator in the Office of Student Financial Services for an exit interview. I also understand that if I am a Tuition Protection Plan recipient I should contact the Director of Student Accounts. If I fail to fulfill my obligations, holds will be placed on my records preventing me from registering for classes and from receiving transcripts from the College. If I have attended the College for more than one semester, I understand that this withdrawal does not exempt me from being reviewed for academic dismissal at the end of the fall or spring term. If I wish to return to the College and two semesters or more have passed, I understand that I must apply to the Office of Admissions as a re-entering student. As a re-entering student, my work will be evaluated using my past credentials, and I must be admitted into an academic program. If this is my first semester at TCNJ, I must apply to the Office of Admissions to attend TCNJ in the future.	
_____ Initialing here acknowledges that I have read and I understand the above statements.	

<p><b>Have you received any type of Financial Aid?</b></p>	<p><input type="checkbox"/> Yes. Recipients of Federal Stafford and/or Perkins Loans are required to complete online exit loan counseling. Please refer to the Student Loan Information Packet.  <b>Check with Financial Aid for any additional costs that may be incurred due to a withdrawal of leave of absence.</b></p> <p><input type="checkbox"/> No.</p>
<p><b>Are you enrolled in the Tuition Payment Plan?</b></p>	<p><input type="checkbox"/> Yes. Your contract will be canceled and your account will be adjusted to reflect the amount paid through the plan. If you have over paid through Tuition Payment Plan, you will be refunded in accordance to TCNJ's refund policy.</p> <p><input type="checkbox"/> No.</p>
<p><b>Tuition Refund</b> Please select which statement is applicable:</p>	<p><input type="checkbox"/> I will receive 100% refund of tuition and fees for Fall 2016 by withdrawing from the College on or before September 7, 2016.</p> <p><input type="checkbox"/> I will receive 75% refund of tuition and fees for Fall 2016 by withdrawing from the College on or before September 20, 2016.</p> <p><input type="checkbox"/> I will receive 50% refund of tuition and fees for Fall 2016 by withdrawing from the College on or before October 4, 2016.</p> <p><input type="checkbox"/> I will not receive any refund of tuition and fees for Fall 2016 by withdrawing from the College after October 4, 2016.</p>

**Residential Housing**

The refund date for housing will be determined by the date of check out from my room and key return (NOT date of withdrawal from the College). I will review refund and check out procedures on the Residential Education and Housing website. I understand that I must move out of my room within 24 hours of my withdrawal or Leave of Absence from the College.

Please select which statement is applicable:

- I am a residential student and I have read and understand the statements above.
- I am not a residential student.

**Grading**

Please select which statement is applicable:

- I will be dropped from all courses without a grade **prior to September 7, 2016**.
- I will receive grade(s) of WD in all courses if I withdraw from the College **before/on November 1, 2016**.
- I will receive grades WP or WF if I withdraw from the College **after November 1, 2016 and before November 22, 2016**.

\* A student is unable to withdraw from the College **after November 22, 2016**. You will remain enrolled in the class and be given a letter grade at the completion of the term.

**Please select all that apply:**

- I have been advised of or have received the Student Loan Information Packet from the Office of Financial Assistance (Financial Aid). If I do not have the Packet, I will contact Financial Aid.
- I am expected to go to the Office of Student Accounts to review TCNJ's Refund and Payment Policy.
- I am aware that by taking a Leave of Absence of TWO or more consecutive semesters I will have to apply for re-entry into the College.

**Important Instructions to Submit:**

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**You must submit this form using your TCNJ email account.** E-mail is the official means of communication for The College of New Jersey. Your Submission can be verified by checking your Sent folder in your email account. Additionally, you will receive a confirmation email from our office within one business day.