



Notification of Full Withdrawal Office of the Registrar

Note: To be in compliance with Federal regulations, this completed form MUST be submitted to the Registrar's Office within 7 days of notification by the student.

Prior to official withdrawal from WJC, students are required to meet with their Department Chair for an exit interview. The Department Chair must sign this form prior to submission to the Registrar's Office as written notice of withdrawal. Students who withdraw from WJC are eligible to receive a tuition refund based on the date this form is received by the Registrar's Office and in accordance with the posted refund schedule. First year students who withdraw during the first semester will forfeit the admissions deposit. **Please refer to the Withdrawal & Refund policies posted on the WJC website prior to completing this form.**

Student ID #: _____

Student Name _____

Current Address _____
Street City State Zip

Personal email _____

Reason for withdrawal: Medical Personal Military Active Duty Not Returning

Student access to WJC services, including, but not limited to: email, SSIG, Moodle, advisor, faculty, and library will be restricted effective the date of notification of withdrawal, unless otherwise requested – and approved.

Student signature _____ *Date*

Date of last attendance at an academic-related activity: _____ Must reapply to return
required for withdrawals during a semester/term

Department chair _____ *Date*

Official date of withdrawal: _____

Submit to Registrar's Office

Email: registrar@williamjames.edu Phone: 617-564-9377 Fax: 617-477-2030