

Part 1: Student Information

Student Legal First and Last Name: _____

Student CUID: **C** _____ Student School: _____

Student UNI: _____ Student Program: _____

School Email Address: _____

Personal Email Address: _____

Part 2: Request Information

1. Is this request for a semester that has not started yet? ☐ Yes ☐ No
2. Please select the term that applies to this request: ☐ Summer 20 ____ ☐ Fall 20 ____ ☐ Spring 20 ____
 Enter the two-character year designation in the corresponding 20____ field adjacent to the term type selected.

3. When will you resume your studies? Only select **one** of the options below.

☐ I will not resume my studies.

☐ At the beginning of the following term: ☐ Summer 20 ____ ☐ Fall 20 ____ ☐ Spring 20 ____

☐ At a later date in the term associated with this request. I will return to following course(s) when I return:

Select one of the options below:

☐ I do not know which classes I will return to.

☐ I will return to the class(es) below:

If you select this option, you must list the name(s) and start date(s) of the course(s) you anticipate returning to at a later date during the semester that applies to this request. Do not list courses that have already started.

Course Name: _____ Course Start Date (MM/DD/YYYY): ____ / ____ / ____

Course Name: _____ Course Start Date (MM/DD/YYYY): ____ / ____ / ____

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Course Name: _____ Course Start Date (MM/DD/YYYY): ____ / ____ / ____

4. Please select the reason for this request: ☐ Medical ☐ Other

Please note: If you select "Medical" above, you are required to provide additional supporting documentation to the advising personnel at your school; contact your advisor immediately after submitting this request.

If you selected **"Medical"** above, continue to **Question 3a:**

If you selected **"Other"** above, continue to **Page 2 - Part 3:**

- 3a. Would you like to request an extension of your Columbia University health insurance coverage, if eligible?

☐ Yes

☐ No

Continue to **Page 2 - Part 3**

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Part 3: Supporting Documentation

5. Please share additional details regarding your request; this is required.

If you need additional space, please attach an additional sheet of paper

6. Are you submitting additional documentation to in support of your request?

☐ Yes

☐ No

Part 4: Acknowledgements, Signature and Submission Instructions

Review and acknowledge the information below before submitting this withdrawal form.

Federal Definitions:

A student is considered a “**withdrawal**” upon temporarily or permanently ceasing their program of study. “**Withdrawals**” are inclusive of students who permanently “**withdraw**” and those who “**intend to return**” at a later date.

Any interruption of a student's studies will result in the student being withdrawn from their current program for the purpose of enrollment reporting and ongoing Title IV Federal Student Aid eligibility. If you are unsure how withdrawing may impact your current or future educational financing plans, please contact your schools Financial Aid Office before deciding to withdraw.

University Definitions:

“Withdraw” formally indicates that a student has or will cease attending all remaining coursework for a given term. A statement will be added to your transcript indicating that you have withdrawn from the University. Depending on the date of withdrawal, you may be entitled to some pro-rated refund of tuition. In most cases, ancillary fees will remain on your account, in addition to a \$75 withdrawal fee.

“Leave of Absence” is an institutional designation applied to a student's withdrawal. This designation is applied by a student's school and as otherwise prescribed in applicable University and school-specific policies. In general, a **Leave of Absence** is requested prior to the beginning of a semester. Policies differ from school to school for students who request to withdraw from a term-in-progress. You may contact your school directly for more information.

It is important to consult with your school to be informed of how a temporary or permanent withdrawal will affect your educational financing, academic standing, degree pursuit, privileges, and conditions for return.

Questions: **Contact the responsible office at your school with questions related to temporarily or permanently withdrawing.**

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Part 4 Continued: Acknowledgements, Signature and Submission Instructions

Financial Obligations and Student Aid

Tuition & Fees: Tuition & Fees: A withdrawal is done in consultation with the deans or advisors in your school. Depending on the date of withdrawal, you may be entitled to some pro-rated refund of tuition. In most cases, ancillary fees will remain on your account, in addition to a \$75 withdrawal fee. [View the Refund Rate for Withdrawals](#) for additional information.

Federal Financial Aid: Federal Student Aid is awarded under the assumption that you will attend the institution for the entire period in which federal assistance was awarded. If you withdraw from school, you may no longer be eligible for the full amount of Title IV funds that you have received or were scheduled to receive, and you may be unable to utilize certain types of TIV Federal Student Loans toward future educational costs. Therefore, a withdrawal may not only affect you academically but financially as well. We encourage you to read the information below regarding financial aid and withdrawals. [View Federal Aid and Withdrawals Information](#). For questions related to your educational financing, please contact the [Financial Aid Office](#) for your school.

Columbia Health Insurance: Eligibility for health insurance coverage through the University is time-sensitive and based on a host of factors, including your ongoing enrollment status. If you are unsure about or have questions regarding your ongoing eligibility, please contact the Health Insurance office for your school. Students that attend the Morningside and Manhattanville campuses may contact the [Columbia Health Insurance Office](#) at studentinsurance@columbia.edu or 212-854-3286. Students who attend the Medical Center campus may contact [Student Health on Haven's Insurance and Administration Office](#) at shsinsurance@cumc.columbia.edu or 212-305-3400. Students are responsible for knowing their options regarding eligibility and enrollment deadlines. You may also view important information about eligibility for the plan on the dedicated [health insurance website](#), including information for those requesting and who ultimately receive approval for a Medical Withdrawal with Intent to Return (Leave of Absence) and those pursuing Non-Medical Withdrawal With and Without Intent to Return or Dismissal from the University.

Columbia Housing Morningside: Continued residence in [Columbia Housing](#) during the academic year requires registration as a full-time CC or SEAS degree candidate. If students are not registered for the minimum number of credits, your Occupancy Agreement will be terminated and you will be required to move out of the residence halls. If you have questions regarding your ongoing eligibility for housing or other implications based on your request, please contact Columbia Housing at housing@columbia.edu or 212-854-2946.

Columbia Housing Medical Center: Student residents in [Columbia Medical Center Housing](#) who [withdraw from the University](#) are no longer eligible for housing and are required to move out of housing within 30 days of their eligibility status change. Cancellation fees may apply. Students with exceptional health care needs resulting from critical, acute conditions, and who withdraw with intent to return for allowable medical reasons as determined by their school, may request to remain in housing beyond the 30 day period offered by the Office of Housing Services. Students should contact [Disability Services](#) prior to the start of their medical Withdrawal with Intent to Return for information on how to apply for this accommodation. If you have questions, please contacthousing@cumc.columbia.edu.

Columbia Residential: Student residents with housing agreements through [Columbia Residential](#) who take a [withdraw from the University](#) are no longer eligible for housing and are required to move out of housing within 30 days of their eligibility status change. [Cancellation fees](#) may apply. Students with exceptional health care needs resulting from critical, acute conditions, and who withdraw with intent to return for allowable medical reasons as determined by their school, may request to remain in housing beyond the 30 day period offered by Columbia Residential. Students should contact [Disability Services](#) prior to the start of their medical leave for information on how to apply for this accommodation. The Disability Housing Committee evaluates such requests on an individualized basis, and approval is not guaranteed. If you have questions, please contact residential@columbia.edu or (212) 854-9300.

Additional Resources

School Bulletins: <https://www.registrar.columbia.edu/content/school-bulletins>

Voluntary Withdrawal with Intent to Return (Leave of Absence) Policy:
<https://universitypolicies.columbia.edu/content/voluntary-leave-absence-policy>

Involuntary Withdrawal with Intent to Return (Leave of Absence) Policy:
<https://universitypolicies.columbia.edu/content/involuntary-leave-absence-policy>

Military Withdrawal with Intent to Return (Leave of Absence) Policy:
<https://universitypolicies.columbia.edu/content/military-leave-absence-policy>

Student Consumer Information: <https://universitypolicies.columbia.edu/content/student-consumer-information>

By signing below, I acknowledge that I have read and understand the information above and that **I have withdrawn** as of the date this form is transmitted to the University Withdrawal Processing. Additionally, I understand **I must contact the responsible office at my school immediately** upon submitting this request.

Student Signature: _____ Signature Date (MM/DD/YYYY): ____/____/____

To submit this request: Visit <https://sfs.columbia.edu/content/withdraw-or-request-leave-absence> and login with your University Network Credentials (UNI). Once logged in, select the option to submit your request using a wet-signature. If you indicated you would provide supporting documentation with your request, you may upload it to include with your submission. **DOCUSIGN AND TYPED SIGNATURES CANNOT BE ACCEPTED**