

## Procedures for Withdrawing from the University

If it becomes necessary for a student to permanently withdraw from the University, the student is expected to complete an official withdrawal form available from the Student Affairs Office. It is the student's responsibility to notify the University if he or she plans to withdraw. Tuition liability will be based on the date in which the withdrawal form is received by the Student Affairs Office. Non-attendance does not constitute an official withdrawal.

### 1. Starting the Process

As you begin to think about withdrawing from the University, there are a number of issues that you must consider. If you answer "yes" to any of the following questions, your first step is to call the appropriate office(s) listed below:

- Are you receiving financial aid from Suffolk University (grants, loans, work study, etc.)?  
**If yes, you must contact Student Financial Services at 617.573.8470**
- Do you owe Suffolk University money for tuition or other fees?  
**If yes, you must contact Student Accounts at 617.573.8407**
- Are you enrolled in Suffolk University's student health insurance program?  
**If yes, you must contact Health & Wellness Services at 617.573.8260**
- Are you living in a Suffolk University residence hall?  
**If yes, you must contact Residence Life & Summer Programs at 617.305.2500**
- Are you an international student with F-1 (I-20) or J-1 (DS-2019) status?  
**If yes, you must contact International Advising at 617.573.8154**

### 2. Submitting the Form

- All withdrawal forms must be submitted to the Student Affairs Office, 73 Tremont Street- 12th Floor, 617.573.8239 (phone), 617.973.5362 (fax) for the withdrawal to be finalized. A dean within Student Affairs will authorize your form if all aspects of it have been completed.
- Withdrawal forms can be picked up in the Student Affairs Office or submitted electronically through the Student Affairs Web site at [www.suffolk.edu/studentaffairs](http://www.suffolk.edu/studentaffairs).
- When you submit your withdrawal form to the Student Affairs Office, you must also return your Suffolk ID. If you submit your withdrawal form electronically, you must mail your ID to the Student Affairs Office. Your withdrawal form may not be processed until we receive your ID. The Student Affairs Office address is as follows:

**Student Affairs Office  
Suffolk University  
8 Ashburton Place  
Boston, MA 02108**

### 3. What Happens Next?

- After receipt of the withdrawal form you will receive a verification letter from the Student Affairs Office. Once the University sends you a verification letter, the official process of withdrawing from the University is complete.

### 4. Transferring to another Institution?

- If you are transferring to another institution and need a Dean's Certification, Letter of Good Standing, or College Official's report (also called the Common Application – available at [www.commonapp.org](http://www.commonapp.org)) to be signed by the Vice President for Student Affairs or the Dean of Students, please contact the Student Affairs Office.
- Official transcripts can only be obtained through the Registrar's Office. The Registrar's Office may be contacted at 617.573.8430.

**If you have any questions, please call the Student Affairs Office at 617.573.8239 prior to submitting this form.**

## WITHDRAWAL FORM

I am requesting a withdrawal from the University.

I am currently enrolled in the:

- Sawyer Business School
- College of Arts & Sciences

I am an:

- Undergraduate Student
- Graduate Student

Non degree

CAPS

Certificate

Student ID Number \_\_\_\_\_

Name

\_\_\_\_\_  
LAST (FAMILY) FIRST MIDDLE INITIAL

Permanent Mailing Address

\_\_\_\_\_  
STREET CITY STATE ZIP CODE

Phone (DAY) \_\_\_\_\_ (CELL) \_\_\_\_\_ Email \_\_\_\_\_

Are you currently registered for classes?  Yes  No Will you complete the current semester?  Yes  No

Exact date of last class attended \_\_\_\_\_  
MONTH / DAY / YEAR

1. Please provide a detailed description of your reason for withdrawal: *(form will not be processed without providing this information)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. If transferring to another school, please indicate which institution: \_\_\_\_\_

3. Are you living in a University residence hall?  Yes  No

4. Are you an international student?  Yes  No

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE MONTH / DAY / YEAR

### OFFICE USE ONLY

\_\_\_\_\_  
STUDENT AFFAIRS SIGNATURE

\_\_\_\_\_  
EFFECTIVE DATE OF WITHDRAWAL MONTH / DAY / YEAR

**Please return this form to the Student Affairs Office**  
**73 Tremont Street, 12th Floor**  
tel: 617.573.8239 fax: 617.973.5362

**Code:** \_\_\_\_\_