

**BRIDGEWATER STATE UNIVERSITY**  
**OFFICIAL WITHDRAWAL FORM**  
**GRADUATE STUDENTS (Matriculated)**  
**MID-SEMESTER**

**IMPORTANT NOTE:** This form is to be used by all students who do not wish to return to the University. Students must have reduced their course load to "0" enrolled credits during a semester or summer session – after it has begun. It must be received by the College of Graduate Studies, Maxwell Library, Room 019 by the published withdrawal deadline.

Name \_\_\_\_\_ D.O.B. \_\_\_\_\_ Banner ID \_\_\_\_\_  
Please Print Clearly

**Semester of Enrollment:**  Fall  Spring  Summer I  Summer II Year \_\_\_\_\_

Day Telephone Number \_\_\_\_\_ Program of Study \_\_\_\_\_

*Please check:*

The Registrar's Office has been notified and the Course Withdrawal Form has been submitted.

Are you an international student with F1 Visa?  Y  N (If yes, the International Coordinator will be notified)

Withdrawal Reason (optional) : \_\_\_\_\_

**If Military Duty or for full medical withdrawal contact Academic Achievement Center at 508.531.1214.**

**Did you register for courses in the next semester or term?  Yes  No**

By signing this form, I am confirming that I have withdrawn from all of my courses via the Registrar's Office and that I am permanently/officially withdrawing from Bridgewater State University. I understand that if this form is received during the drop/add period, no courses will be shown for this semester on my academic record. If this form is received after the drop/add period has ended, a grade of "W" will be assigned for each class in which I am still enrolled but have not yet completed. I have read and understand the refund policy and other policies listed on page two of this form.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
(required)

**\*NOTE – FINANCIAL AID RECIPIENTS:** Financial aid awards may be adjusted or otherwise affected by withdrawal from the university or courses. It is strongly suggested that recipients contact the Financial Aid Office (508.531.1341) prior to finalizing any withdrawal. Failure to do so may result in the recipient leaving an outstanding financial obligation to the University. See Page 2.

**ALL STUDENTS – RETAIN A COPY OF THIS FORM FOR YOUR RECORDS**

**For Office Use ONLY:**

Departments notified: (please check off)

Financial Aid \_\_\_ Academic Department/Coordinator \_\_\_ Student Accounts \_\_\_ Date Received in CoGS \_\_\_\_\_

(Official Withdrawal Date) Received by (initials): \_\_\_\_\_ Date Forwarded to RO \_\_\_\_\_

Processed in RO by \_\_\_\_\_ Date \_\_\_\_\_ Processed as:  DD  SW

**Notification Requirements:**

**Official Withdrawal Date is defined as the date this completed form is received. All students must return this form to the College of Graduate Studies, located in Maxwell Library, room 019.**

Non-attendance at class does **NOT** constitute official withdrawal and may result in a failing grade, and charges will be assessed. Students are responsible for all course charges except when an official withdrawal form is on file, as outlined below.

**Refund Policies: Applicability**

The refund policy applies to all full-time and part-time students enrolled in regularly scheduled classes at BSC who withdraw from the college entirely. This policy applies to all tuition, fees and other assessed charges (application fees, orientation and health insurance when applicable).

**Refund Schedule**

**Full-Semester classes**

Withdrawal through the end of the Drop/Add Period.....100%  
Withdrawal through the end of the second week of the semester.....85%  
Withdrawal through the end of the third week of the semester.....70%  
**There is no refund after the 3<sup>rd</sup> week of the semester**

**7-week Quarter Courses**

Withdrawal through the end of the Drop/Add Period.....100%  
Withdrawal through the end of the 5<sup>th</sup> day of the quarter.....70%  
**There is no refund after the 5<sup>th</sup> day of the quarter**

**5-week Summer Courses**

Withdrawal through the end of the Drop/Add Period.....100%  
Withdrawal during weekdays 4 and 5 of the summer session.....70%  
**No refund will be available thereafter**

**10-week Summer Courses**

Withdrawal through the end of the Drop/Add Period.....100%  
Withdrawal during the 3 weekdays after the end of the Drop/Add Period.....70%  
**No refund will be available thereafter**

**NOTE: The refund for all odd-date, non-standard courses will be 100% refund during the drop/add period. No refund will be available thereafter.** Additional details may be found at [www.bridgew.edu/StudentAccounts/refundpol.cfm](http://www.bridgew.edu/StudentAccounts/refundpol.cfm).

**Financial Aid Withdrawal Policy**

Students who are receiving financial aid (federal, state, and institutional; need based and merit) are subject to the Financial Aid Withdrawal Policy. BSU must return any financial aid funds (including loans) to the appropriate aid programs that were not ‘earned’ by the student. The amount of aid ‘earned’ by the student is determined based on the amount of time the student was enrolled. For example, if a student only completes 5% of the semester, the student only ‘earned’ 5% of his or her financial aid. Two separate calculations are performed: one with all federal aid and a second with all other aid. The student in this example would be allowed to keep 5% of all federal aid and 5% of all other aid.

The Financial Aid Withdrawal Policy requirement remains in effect beginning the day after drop/add until the 60% point of the semester. After we have passed the 60% point in the semester, the student may retain all financial aid. Financial aid will be completely canceled for students who withdraw during the drop/add period.

It is very possible that a student who receives financial aid and withdraws during the first 60% of the semester will owe a balance to the BSU Office of Student Accounts, even when his or her financial aid originally covered all of his or her expenses.