



**HARVARD**  
**GRADUATE SCHOOL OF EDUCATION**

*Office of the Registrar*

**WITHDRAWAL NOTIFICATION**

**Name:** \_\_\_\_\_

**U.S. Citizen?** ☐ Yes ☐ No

**Student I.D.#:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Program:**  
(Select One)

☐ Ed.M.

☐ Ed.D.

☐ CAS

☐ Ed.L.D.

☐ Non-Degree

**Tuition Refund Information:**

For full-time students submitting notifications by the dates given below, the listed refund applies:

<u>Fall Term</u>	<u>Spring Term</u>	<u>Rate</u>	<u>Amount per course</u>
September 7, 2016	January 27, 2017	Full refund	\$5,626.00
September 28, 2016	February 20, 2017	3/4 refund	\$4,219.50
October 19, 2016	March 10, 2017	1/2 refund	\$2,813.00
November 10, 2016	March 31, 2017	1/4 refund	\$1,406.50
Thereafter	Thereafter	No refund	

For part-time students, the amount refunded is prorated according to the number of courses taken.

**Reason for Withdrawal:**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Office Use Only

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_

☐ Billing Sheet    ☐ Tuition Fields    ☐ Status Fields  
☐ Degree Programs    ☐ Fin. Aid    ☐ Registrar    ☐ Office of Student Affairs

## **Withdrawals**

For the determination of tuition and financial aid refunds, the official date of withdrawal is the date on which the Withdrawal Notification Form is filed, unless one of the following conditions applies:

1. If the date on which the student signs the Withdrawal Notification Form is earlier than the date on which the form is received, then the earlier date will be the official date of withdrawal, as long as it is reasonably close in time to the date the form is submitted.
2. If the student notifies (by fax, email, phone, or in person) a staff member of the Office of the Registrar, Financial Aid Office, Office of Degree Programs, Office of Student Affairs, or the student's advisor that he or she is withdrawing before submitting the Withdrawal Notification Form, then the official withdrawal date is the date on which the student first notified such person, not the date on which the Withdrawal Notification Form is received.
3. If the student withdraws from HGSE, a grade of WD will be recorded on the HGSE transcript for all courses in the semester in which the student withdraws. The HGSE transcript encompasses degree and non-degree academic work.
4. If the student officially withdraws during a scheduled break that is at least five days long, the last day of scheduled classes before the break will be considered the withdrawal date.

Students who withdraw after completing more than 60% of the term may be eligible to keep all of their federal financial aid; students should consult with the Financial Aid Office for more information.

If a student registers and subsequently ceases attendance without providing notification to HGSE of his or her withdrawal, the withdrawal date is the midpoint of the semester.

**Important Note:** Please keep in mind that the HGSE transcript includes a student's complete academic history at HGSE, including courses taken as a nondegree student. If the student withdraws from HGSE, a grade of WD will be recorded on the HGSE transcript for all courses in the semester in which the student withdraws.