



Cambridge College
Office of the Registrar

Leave of Absence/Withdrawal

Cambridge College - 1000 Massachusetts Avenue - Cambridge, MA 02138 - (800) 877-4723

Registrar's Office - (800) 877-4723 x. 1101

Fax - (617) 349-3560

www.cambridgecollege.edu

Please print and complete form

Student ID# _____
US SS# ____/____/____

Check off Location

- | | |
|---|---|
| <input type="checkbox"/> Cambridge, Ma Campus | <input type="checkbox"/> Springfield, MA Site |
| <input type="checkbox"/> San Juan, PR Site | <input type="checkbox"/> Lawrence, MA Site |
| <input type="checkbox"/> Chesapeake, VA Site | <input type="checkbox"/> Augusta, GA Site |
| <input type="checkbox"/> Ontario, CA Site | <input type="checkbox"/> Other _____ |

Please check Term YR _____
 FALL SPRING SUMMER

Student Information
Notification of Leave of Absence/ Withdrawal

Name _____ Contact Telephone (____) ____ - ____ Home/ Cellular
(____) ____ - ____ Work Ext. ____

Email Address _____

Current Residence

Address _____ Apt#/Suite _____ Pro-Seminar Leader _____

State/ Zip _____ I wish to WITHDRAW Permanently from Cambridge
Effective Date ____/____/____

Contact Telephone (____) ____ - ____ Home/ Cellular
(____) ____ - ____ Work Ext. ____ I plan to take a TEMPORARY Leave of absence

Email Address _____ Fall YR ____ Spring YR ____ Summer YR ____
Effective Date ____/____/____

Reasons _____

Signature _____ Date ____/____/____

If you plan to WITHDRAW or take a TEMPORARY Leave of Absence from the College, complete the following steps.

- ✓ Discuss the plan with your Pro-Seminar Leader
- ✓ If registered, you need to drop courses from your schedule and then return this completed to the Registrar's Office
- ✓ If after the add/drop deadline, you will need to submit the Add/Drop form along with request.
- ✓ Contact the Business Office & Financial Aid to determine if a refund is due or if a tuition payment must still be made

Final Approval of a Leave of Absence or Withdrawal can only be made if a student had cleared his/her account with the Business Office and/or Financial Aid Office. If the student leaves the program/ Withdraw BEFORE the second seminar meeting, He/She is liable for 50% before the third seminar takes place. Or He/She is liable for 100% AFTER the third seminar of the semester tuition. No tuition refunds are given after the third semester.

After printing and filling out this form, send by fax or mail

Business Clearance _____
Balanced Due \$ _____
Refund Due \$ _____