



# Cambridge College

## International Student Notification of Leave of Absence/Intent to Withdraw

**Please complete all sections of this form. Incomplete forms will not be accepted.  
If completing by hand, please write NEATLY.**

Today's date: \_\_\_\_/\_\_\_\_/20\_\_\_\_ Cambridge College ID#: \_\_\_\_\_

### **Personal Information**

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Personal email address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province/Territory: \_\_\_\_\_

Zip code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone number, with country code: \_\_\_\_\_

### **Program Information**

Please select your campus:

- Cambridge, MA
- Springfield, MA
- Merrimack Valley, MA

Please select your level of study:

- Undergraduate
- Graduate

Please select your major:

- Human Services
- Multidisciplinary Studies
- Education
- Counseling/Psychology
- Management

Professional/General Studies/Seminar Leader: \_\_\_\_\_

### **Leave of Absence/Intent to Withdraw**

Please select one:

- I wish to take a TEMPORARY LEAVE OF ABSENCE for:  Fall 20\_\_\_\_  Spring 20\_\_\_\_
- I wish to WITHDRAW PERMANENTLY from Cambridge College effective: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Do you wish to drop/withdraw from all of the courses for which you are currently registered?  Yes  No

➔ If yes, please list the classes from which you wish to withdraw:

Course Name	Course Number	Title of Course

Your last date of attendance was/will be: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Reason(s): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

If you plan to WITHDRAW or take temporary LEAVE OF ABSENCE from the College, please complete the following steps:

1. Discuss the plan with your **Professional/General Studies/Seminar Leader**.
2. Contact the **Bursar's Office** to confirm that you do not have a balance on your account.
3. Contact the **International Student Office** to discuss your situation, your options for returning to school in the future, and your responsibilities as an F1 student.
4. Complete this form and return it to the **International Student Office**.

*Note:* If you are unable to take these steps prior to departing the U.S., please be aware that you **MUST** complete them from your home country.

Final approval of a Leave of Absence or Withdrawal can only be made if a student has cleared his/her account with the Business Office.

If you withdraw/take a leave of absence from your program **prior to the term start-date**, you do not have to pay tuition for that term. **AFTER the term start-date**, you are liable for the following tuition payments:

<u>If you withdraw before:</u>	<u>You must pay:</u>
Second seminar meeting.....	25% tuition bill
Third seminar meeting.....	50% tuition bill

NO TUITION REFUNDS ARE GIVEN AFTER THE THIRD SEMINAR MEETING.

**Please send completed form to the International Student Office in Cambridge, MA.**

*Mailing address:*

1000 Massachusetts Ave.  
Room 318  
Cambridge, MA 01238

*Email:*

[International@CambridgeCollege.edu](mailto:International@CambridgeCollege.edu)

**For Office Use Only**

*International Student Office:*

Date received: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Action in SEVIS taken: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Action taken in SEVIS: \_\_\_\_\_

No action taken because: \_\_\_\_\_

Notes: \_\_\_\_\_

Form completed by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

*Registrar's Office:* Processed: \_\_\_\_/\_\_\_\_/20\_\_\_\_ by \_\_\_\_\_ (initials)

*Bursar's Office:* Form received by the Bursar's Office: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Balance Due: \_\_\_\_\_ Refund due (if applicable): \_\_\_\_\_

Student contacted regarding balance/refund: \_\_\_\_/\_\_\_\_/20\_\_\_\_ by \_\_\_\_\_ (initials)