

# Withdrawal

## Enrollment Services

Phone 626.396.2313  
Fax 626.396.2209  
enrollmentservices@artcenter.edu

### Student Information (Please Print)

Last Name First Name Student ID Major

Level  Undergraduate  Graduate F-1 Student  Yes  No

Current Term  Spring  Summer  Fall Year \_\_\_\_\_ Receiving Financial Aid  Yes  No

### Mailing Address

Street Address \_\_\_\_\_ Is this a new address? Yes \_\_\_ No \_\_\_

City State Zip Email

Home Phone Cell Phone

### Withdrawal Policy and Refund Policy Information

**Please see the back of this form for important policy and refund information.**

### Reason(s) for Withdrawal (Please Check All that Apply)

- Financial Hardship  Family Obligations  Military Service  Dissatisfied with ACCD Program  
 Financial Aid Loss  Personal Business Venture  Religious or Volunteer Service  Health  
 Loan Difficulties  Personal Academic Concerns  Change in Career Goals  
 Employment (Full/Part Time)  Personal  Transfer to Another College

### Semester Leaving

Fall 20 \_\_\_\_\_  Spring 20 \_\_\_\_\_  Summer 20 \_\_\_\_\_ Date last attended: \_\_\_\_\_

Do you plan to return to ArtCenter College of Design? Yes  No

### Financial Aid (Required for all students receiving financial aid)

Students who withdraw during the first 60 days of the semester and who are receiving federal financial aid will have their eligibility for federal aid recalculated based on the percent of the semester completed. For further information, please see the Financial Aid Office.

Financial Aid Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

### F-1 Students Only

International Student Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

### Department Chair Signature

Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

### Dean of Students Signature

Dean of Students Signature \_\_\_\_\_ Date \_\_\_\_\_

### Locker Policy

Students MUST empty their locker prior leaving ArtCenter College of Design. All items found remaining in the locker will be discarded.

I have a locker:  Yes  No If yes, locker #: \_\_\_\_\_

### Student Signature

By signing this form, I am notifying ArtCenter of my intention not to return to ArtCenter. I also acknowledge that I have read and understand my financial obligation to ArtCenter.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

ArtCenter College of Design  
1700 Lida Street, Pasadena, California 91103

### For Office Use Only

Before term: \_\_\_\_\_ During term: \_\_\_\_\_ Withdraw effective: \_\_\_\_\_

# Policy Information

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## Institutional Withdrawal Policy

Students intending to take a Leave of Absence (LOA) or Withdrawal from ArtCenter must complete and submit a Leave of Absence Request or a Withdrawal form, both available in Enrollment Services, by the Friday before the start of the respective term to avoid any charges for the subsequent term. For example, students who intend to be on an LOA for the Summer term, or to withdraw from ArtCenter permanently, will have until the Friday before the start of Summer term classes to file the request with no penalty. Suspended or dismissed students are not eligible for an LOA.

An LOA or Withdrawal is effective according to the date that the form was approved and signed by Enrollment Services. If you take an LOA or Withdrawal from the term prior to Friday of Week 5, a portion of your tuition for the term will be forgiven (please see the Tuition and Fee Forgiveness Policy below). Students who take an LOA or Withdrawal from classes between Weeks 6 and 12 are not eligible for any tuition forgiveness. Students may not take an LOA or Withdrawal in Weeks 13 or 14. Students who stop attending classes without completing an LOA or Withdrawal form will receive a grade of F for the registered courses. The last day to file a Withdrawal request for the term is Friday of Week 12. Please note that taking an LOA or Withdrawal from ArtCenter may have financial implications. Changes in financial aid support, recalculation of financial aid packages and delays in refunds may result from the decision to take an LOA. By law, the Financial Aid office must refund certain kinds of aid (government grants, loans, ArtCenter scholarships, etc.) to their respective sources if a student is not enrolled at ArtCenter.

Students may be on an LOA for up to three consecutive terms. Students on an LOA will be eligible to enroll in the term following the leave and are not required to reapply.

International students must meet with the International Student Advisor prior to taking an LOA or Withdrawal from ArtCenter. F-1 Visa international students are only permitted to take a term off for their annual vacation or for an internship after having completed two consecutive terms. F-1 Visa international students who do not follow the requirements and deadlines to take a term off and then fail to enroll for the term will fail to maintain visa status, and their SEVIS I-20 records will be terminated. F-1 Visa international students who are not eligible to take the term off and who withdraw from the College during the term may have their SEVIS I-20 records terminated and may not be permitted to remain in the United States.

Students on an LOA who withdraw or take a term off from the College are not covered by student health insurance. Please contact the Center for the Student Experience at 626.396.2323 for further information on alternative insurance options, including the option of purchasing the school's health insurance plan.

Students who do not file the LOA or Withdrawal form by the Friday before the start of the respective term are subject to fees and charges.

## Refund Policy

The date of receipt of this form by the **Enrollment Services Office** will be the effective date of withdrawal, and the amount of the refund or debit is calculated according to the following schedule. Any unpaid balance of tuition and other fees for the Current Semester, including any unpaid installments under the Installment Payment Plan, is immediately due and payable in full.

Prior to the start of Week 1	100%	Tuition Forgiveness
Week 1	100%	Tuition Forgiveness with a \$500.00 Late Withdrawal Fee *
Week 2	80%	Tuition Forgiveness
Week 3	60%	Tuition Forgiveness
Week 4	40%	Tuition Forgiveness
Week 5	20%	Tuition Forgiveness
Week 6 or Later	0%	Tuition Forgiveness

\* The \$500 Late Withdrawal Fee will be waived if the student is not enrolled for any classes at any time in Week 1.