

Withdrawal from Housing

Name		Student ID	
Building & Room #	Type	<input type="checkbox"/> Single	<input type="checkbox"/> Multiple
Barnard Email Address		Grad Year	
Withdrawal from Housing for	Year	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring <input type="checkbox"/> Summer
Reason for Withdrawal from Housing	<input type="checkbox"/> Approved Study Leave	<input type="checkbox"/> Withdrawal from Barnard College	
	<input type="checkbox"/> February Graduate	<input type="checkbox"/> Moving Off-Campus	
	<input type="checkbox"/> Other		

By submitting this withdrawal from housing, I fully understand that:

- Cancellation of academic year housing while still a Barnard student may affect my financial aid package. Cancellation of academic year housing renders me ineligible to participate in the Room Selection process. If I reapply for housing, I will be placed on the non-guaranteed wait list.
- Cancellation due to an approved Spring Study Leave renders me eligible for Room Selection. I will be responsible for appointing & registering a proxy to register me for Room Selection and select a room in my absence.
- I am cancelling for an approved Fall Study Leave and wish to return to housing in the spring, I will be required to submit a housing application by December 1 in order to guarantee my housing.
- Cancellation of academic year housing due to a withdrawal from the College means that if I will be guaranteed housing upon readmission as long as I follow all housing application deadlines (July 1 for the fall, December 1 for the spring).
- If submitting this form after a cancellation deadline, I will be subject to any and all cancellation fees and proration of academic year or summer housing costs outlined in the "Terms and Conditions of Residence Hall Living at Barnard College."

Student Signature	Date
Staff Signature	Date

Office Use Only

Contract Cancellation Penalty Processing

- \$ 0 (WD By May 15)
- \$ 0 (FA Study Abroad WD By May 15)
- \$ 0 (Feb Grad WD By Dec 1)
- \$ 0 (SP Study Abroad WD By Dec 1)
- \$ 0 (Required Withdrawal)
- \$ 1000 (FA Study Abroad Missed Deadline)
- \$ 1000 (SP Study Abroad Missed Deadline)
- \$ 1000 (General Withdrawal)
- Other:

Processing Steps

- Withdrawal Tracking Spreadsheet
- Updated on Roster
- Updated on Floor Plan
- Updated in Colleague / Datatel
- Fee / Adjustment Amount:

Staff Signature	Date
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Copies distributed to: Financial Aid Bursar Dean of Studies