

HARTWICK COLLEGE
2012 Off-Campus J Term Programs

Center for Interdependence • 1st Floor Golisano Hall • 607.431.4079

Received

Entered

J-TERM OFF-CAMPUS PROGRAM WITHDRAWAL FORM

Students who withdraw from a Hartwick off-campus program are required to do so in writing on this form. Withdrawals are effective the date the withdrawal form is received at the Center for Interdependence (CFI). Refunds will not be issued without a completed withdrawal form.

By completing this form and submitting it to the CFI, I am officially withdrawing from the off-campus program I indicate below. I understand that if I withdraw and do not transfer to another program, only \$300 of the \$500 deposit will be refunded. If I transfer to another program in the same year, however, I can apply the \$500 deposit to that program. I also understand the following:

- If the withdrawal is effective prior to September 30, 2011, I will receive back \$300 of the deposit (if previously paid), according to the Deposit Refund Policy. If I have paid additional amounts above the deposit, I will receive a refund of those amounts.
 - If the withdrawal is effective between September 30 and November 1, 2011, I will be responsible for 30% of the program fee (including any adjustments as described above). If I have previously paid fees in excess of this amount, the excess will be refunded to me. If I have not previously paid fees equal to this amount, the College will apply amounts previously paid toward my obligation, and will bill me the remaining amount due.
 - If the withdrawal is effective between November 2 and December 1, 2011, I will be responsible for 50% of the program fee (including any adjustments as described above). If I have previously paid fees in excess of this amount, the excess will be refunded to me. If I have not previously paid fees equal to this amount, the College will apply amounts previously paid toward my obligation, and will bill me the remaining amount due.
 - If the withdrawal is effective between December 2 and the first day of January Term, I will be responsible for 75% of the program fee (including any adjustments as described above). If I have previously paid fees in excess of this amount, the excess will be refunded to me. If I have not previously paid fees equal to this amount, the College will apply amounts previously paid toward my obligation, and will bill me the remaining amount due.
 - If I withdraw or leave the program for any reason on or after the scheduled departure date, I understand I will not receive a refund of any portion of the program fee. As well, I understand that any expenses incurred by me associated with returning home are solely my personal responsibility and not the College's.
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PLEASE PRINT:

Name of Program: _____ Faculty Director(s): _____

Name of Student: _____ Hartwick I.D.# : _____ Campus Box #: _____

Local Address: _____ Local Phone #: _____

Reason for Withdrawal: _____

Student's Signature: _____ Date _____

For office use only:

Withdrawal date: _____

Program fee: _____ % Owed: _____

Amount charged to student*: _____

* If student has already paid the program fee, he/she will be refunded the difference between what they have already paid and the percentage owed above.

cc: Faculty Director(s)
Student Accounts

Financial Aid
Program File – original

Registrar