



**HARVARD  
GRADUATE SCHOOL OF EDUCATION**

*Office of the Registrar*

**WITHDRAWAL NOTIFICATION**

**Name:** \_\_\_\_\_

**U.S. Citizen?**  Yes  No

**Student I.D.#:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Program:**  
(Select One)

Ed.M.

Ed.D.

CAS

Ed.L.D.

Non-Degree

**Tuition Refund Information:**

For full-time students submitting notifications by the dates given below, the listed refund applies:

<u>Fall Term</u>	<u>Spring Term</u>	<u>Rate</u>	<u>Amount per course</u>
September 11, 2018	February 1, 2019	Full refund	\$6,056
October 2, 2018	February 22, 2019	3/4 refund	\$4,542
October 23, 2018	March 15, 2019	1/2 refund	\$3,028
November 13, 2018	April 5, 2019	1/4 refund	\$1,514
Thereafter	Thereafter	No refund	

For part-time students, the amount refunded is prorated according to the number of courses taken.

**Reason for Withdrawal:**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Office Use Only

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_

- Harvard International Office     Tuition Fields     Status Fields  
 Degree Programs     Fin. Aid     Registrar     Office of Student Affairs

## **Withdrawals**

For the determination of tuition and financial aid refunds, the official date of withdrawal is the date on which the Withdrawal Notification Form is filed, unless one of the following conditions applies:

1. If the date on which the student signs the Withdrawal Notification Form is earlier than the date on which the form is received, then the earlier date will be the official date of withdrawal, as long as it is reasonably close in time to the date the form is submitted.
2. If the student notifies (by fax, email, phone, or in person) a staff member of the Office of the Registrar, Financial Aid Office, Office of Degree Programs, Office of Student Affairs, or the student's advisor that he or she is withdrawing before submitting the Withdrawal Notification Form, then the official withdrawal date is the date on which the student first notified such person, not the date on which the Withdrawal Notification Form is received.
3. If the student withdraws from HGSE, a grade of WD will be recorded on the HGSE transcript for all courses in the semester in which the student withdraws. The HGSE transcript encompasses degree and non-degree academic work.
4. If the student officially withdraws during a scheduled break that is at least five days long, the last day of scheduled classes before the break will be considered the withdrawal date.

Students who withdraw after completing more than 60% of the term may be eligible to keep all of their federal financial aid; students should consult with the Financial Aid Office for more information.

If a student registers and subsequently ceases attendance without providing notification to HGSE of his or her withdrawal, the withdrawal date is the midpoint of the semester.

**Important Note:** Please keep in mind that the HGSE transcript includes a student's complete academic history at HGSE, including courses taken as a nondegree student. If the student withdraws from HGSE, a grade of WD will be recorded on the HGSE transcript for all courses in the semester in which the student withdraws.