

## **WITHDRAWAL INFORMATION AND WITHDRAWAL FORM**

### **For Summer Semester 2006**

#### **Instructions**

To withdraw from all of your Summer Semester 2006 classes you must complete both the Withdrawal Form and the Refund Form. Return the forms to the Admissions and Records Counter (Lassen Hall Lobby). If you cannot come in person you may fax both forms to the Admissions and Records Office at (916) 278-5603.

#### **Deadlines**

Withdrawals are not approved after the following dates:

- Session A – July 7
- Session B – August 18
- Session C – August 18
- Session D – July 28

#### **Refunds**

To receive a 100% refund of your registration fees (less a \$10 processing fee) you must withdraw by **Friday, June 2** (Session A & C), **July 14** (Session B) or **June 23** (Session D). After these dates refunds are processed on a prorated basis beginning with the first day of each Session and ending when 60% of the Session has elapsed. If you are enrolled in more than one Session, the earliest deadline applies. For courses four weeks or less in length, you are not entitled to any refund unless you withdraw prior to the first day of the Session. Additional information on refunds can be found at <http://www.csus.edu/sfsc/>.

Your refund check will be mailed within 4-6 weeks to the address on file with the university. If you have moved, update your address on CasperWeb or complete a Data Change Form at the Admissions and Records Office. Check with the Bookstore regarding refund policies for your books.

#### **Financial Aid**

If you are receiving financial aid it is important that you speak with an advisor in the Financial Aid Office in Lassen Hall 1006, (278-6554) to determine what repayment obligation you may have and what effect your withdrawal will have on your future financial aid. Drop-in counseling is available Mondays, Tuesdays, Thursdays and Fridays.

#### **Results of Withdrawing**

If you withdraw by June 16 for Session A or C, July 28 for Session B, or July 7 for Session D, your Summer 2006 courses are deleted from your record and replaced with "Withdrew from all courses." If you withdraw after June 16 (Session A & C), July 28 (Session B) or July 7 (Session D), you will receive "W" (Withdrawal) grades in each class. The "W" grade has no effect on your GPA. However, if you withdraw two semesters in a row or a total of three semesters, you will be subject to administrative-academic probation and could be subject to administrative-academic disqualification.



SACRAMENTO  
STATE

## WITHDRAWAL FORM – Summer Semester 2006

Please print

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
last name first name

Phone: (\_\_\_\_\_) \_\_\_\_\_ Major: \_\_\_\_\_

I request withdrawal from all my classes this semester, Summer 2006:

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State in one or two sentences your reasons for withdrawing: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check the **primary** reason for your decision to withdraw. Check only one.

- Medical Problems
- Financial Problems
- Personal Problems
- Family Problems
- Academic Problems
- Job-related Factors
- Availability of Classes
- Other: \_\_\_\_\_

**Office Use Only**

Date Withdrawn:

If you are unable to submit your withdrawal form in person you may fax it to:  
(916) 278-5603