

DEPARTMENTAL WITHDRAWAL NOTICE

Faculty/staff use only

NAME		I.D. NUMBER
Last	First	Middle
DEPARTMENT		DEGREE PROGRAM
YEAR IN GSAS		CITIZENSHIP: U.S OTHER
		Country
EFFECTIVE DATE		
OF WITHDRAWAL		
REASON FOR WITHDRA	WING:	

DATE_____ DIRECTOR OF GRADUATE STUDIES SIGNATURE__

If a student registers for a term and then is withdrawn during the term, the student's tuition charges may be pro-rated as indicated in the *Harvard Griffin GSAS Policies*. Financial aid ordinarily is similarly pro-rated: students with financial aid should see their Financial Aid Officer for more details.

The date the student withdraws **will affect the student's health coverage.** Students are responsible for health insurance charges through the last day of the month in which the student is withdrawn. For more information visit the HUHS website at <u>https://hushp.harvard.edu/enroll/leave-of-absence-withdrawal/</u> or contact Member Services at (617) 495-2008 or <u>mservices@huhs.harvard.edu</u>.

Students in Harvard housing should inform the appropriate office of their change in status.

International students should notify the Harvard International Office of their withdrawal.

Students with educational loans are responsible for notifying lending institutions of their change in status and their current address. Repayment schedules for most educational loans become effective upon withdrawal.

Students who are withdrawn who later wish to resume their degree work must apply for readmission. Information about applying for readmission can be found in the Harvard Griffin GSAS Policies.