



Cambridge College

International Student Notification of Leave of Absence/Intent to Withdraw

**Please complete all sections of this form. Incomplete forms will not be accepted.
If completing by hand, please write NEATLY.**

Today's date: ____/____/20____ Cambridge College ID#: _____

Personal Information

First name: _____ Last name: _____

Personal email address: _____

Mailing address: _____

City: _____ State/Province/Territory: _____

Zip code: _____ Country: _____

Telephone number, with country code: _____

Program Information

Please select your campus:

- Boston, MA
- Springfield, MA
- Lawrence, MA
- Puerto Rico
- California

Please select your level of study:

- Undergraduate
- Graduate

Please select your major:

- Human Services
- Multidisciplinary Studies
- Education
- Counseling/Psychology
- Management

Professional/General Studies/Seminar Leader: _____

Leave of Absence/Intent to Withdraw

Please select one:

- I wish to take a TEMPORARY LEAVE OF ABSENCE for: Fall 20____ Spring 20____
- I wish to WITHDRAW PERMANENTLY from Cambridge College effective: ____/____/20____

Do you wish to drop/withdraw from all of the courses for which you are currently registered? Yes No

➔ If yes, please list the classes from which you wish to withdraw:

Course Name	Course Number	Title of Course

Your last date of attendance was/will be: ____/____/20____

Reason(s): _____

Signature: _____ Date: ____/____/20____

If you plan to WITHDRAW or take temporary LEAVE OF ABSENCE from the College, please complete the following steps:

1. Discuss the plan with your **Professional/General Studies/Seminar Leader**.
2. Contact the **Bursar's Office** to confirm that you do not have a balance on your account.
3. Contact the **International Student Office** to discuss your situation, your options for returning to school in the future, and your responsibilities as an F1 student.
4. Complete this form and return it to the **International Student Office**.

Note: If you are unable to take these steps prior to departing the U.S., please be aware that you MUST complete them from your home country.

Final approval of a Leave of Absence or Withdrawal can only be made if a student has cleared his/her account with the Business Office.

If you withdraw/take a leave of absence from your program **prior to the term start-date**, you do not have to pay tuition for that term. **AFTER the term start-date**, you are liable for the following tuition payments:

<u>If you withdraw before:</u>	<u>You must pay:</u>
Second seminar meeting.....	25% tuition bill
Third seminar meeting.....	50% tuition bill

NO TUITION REFUNDS ARE GIVEN AFTER THE THIRD SEMINAR MEETING.

Please send completed form to the International Student Office in Boston, MA.

Mailing address:

500 Rutherford Ave.
Room 1283
Boston, MA 02129

Email:

International@CambridgeCollege.edu

For Office Use Only

International Student Office:

Date received: ____/____/20____

Action in SEVIS taken: ____/____/20____

Action taken in SEVIS: _____

No action taken because: _____

Notes: _____

Form completed by: _____ Date: ____/____/20____

Registrar's Office: Processed: ____/____/20____ by _____ (initials)

Bursar's Office: Form received by the Bursar's Office: ____/____/20____

Balance Due: _____ Refund due (if applicable): _____

Student contacted regarding balance/refund: ____/____/20____ by _____ (initials)