



# FISHER COLLEGE

Office of the Registrar

## College Withdrawal Boston Campus

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Boston Campus who intend to withdraw from Fisher College are required to speak to a staff member of the offices listed below unless otherwise specified. All obligations and accounts must be cleared prior to withdrawal. A signature from each staff member is required in addition to adhering to all of the requirements listed on the page of terms and conditions.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Major: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Check Effective Withdrawal period:  End of Semester/ Term  Immediately

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Vice President of Academic Affairs/  
Dean of International Academic Operations (International Students Only) \_\_\_\_\_ Date

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Financial Aid Office (Domestic Students Only) \_\_\_\_\_ Date  
finanicalaid@fisher.edu | 617-236-8821

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Bursar's Office \_\_\_\_\_ Date  
bursar@fisher.edu | 617-236-5403

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Director of Housing (Resident Students Only) \_\_\_\_\_ Date  
housing@fisher.edu | 617-236-8828

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Registrar's Office \_\_\_\_\_ Date  
registrar@fisher.edu | 617-236-8825

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

# Terms and Conditions

**For full disclosure of Fisher Policies and Procedures regarding Withdrawals please refer to the Fisher College Course Catalog**

## **Withdrawal from College:**

Students wishing to withdraw from the College must submit a written notice of withdrawal to the Registrar's Office. Boston campus students must also complete an exit survey with the Office of the Registrar. Students who stop attending classes may be administratively withdrawn from the College. If you cannot withdraw in person, please send an email to registrar@fisher.edu using your Fisher College e-mail account.

## **Refunds:**

Students who terminate enrollment, including voluntary withdrawal, illness, suspension, or dismissal, may be eligible for a refund. Students with financial aid awards, however, may owe a balance repayment of federal and state grants and loans. Please see the financial aid policy within the Course Catalog for more in-depth information.

If a student is entitled to a refund, refunds will be determined based on the refund schedule below. Financial Aid may be applied to all or part of the charges depending upon the date of withdrawal during the semester. Percentage of semester charges excludes the initial deposit of acceptance, resident hall damage deposit, resident hall activity fee, and additional double or single room change.

## **Boston Campus Refund Schedule:**

Withdrawal from the College prior to the first day of class	100%
Withdrawal within the first week, until that Sunday	80%
Withdrawal within the second week, until that Sunday	60%
Withdrawal within the third week, until that Sunday	40%
Withdrawal within the fourth week, until that Sunday	20%
Withdrawal beginning the fifth week	0%

## **Leave of Absence:**

Throughout their time at Fisher College, students may have a medical, psychological, or personal situation that impacts their ability to successfully complete their studies. Students may apply for a leave of absence within these circumstances. A leave of absence will result in withdrawal from current semester classes but not withdrawal from the College. Students may remain in this status for up to two years (four consecutive day semesters). To apply for leave of absence, contact the Dean of International Academic Operations and Curriculum Development Nancy Pithis (npithis@fisher.edu), to obtain complete instructions. When ready to return to Fisher College, students must contact Nancy Pithis to file the return request form and provide appropriate documentation to establish an ability to return to the college.

## **Re-Enrollment Following Voluntary Withdrawal from the College:**

Students may re-enroll after a voluntary withdrawal as long as they are on good academic and financial standing with the College. Boston Campus students should contact the Office of the Registrar at least several weeks before the beginning of the semester in which they wish to re-enroll. Fisher College reserves the right to deny re-enrollment at its discretion.