


Prior to Census		
UGRD	GRAD	
<i>Withdrawal</i>	<i>Withdrawal</i>	<i>Leave of Absence required for current term</i>
<ul style="list-style-type: none"> <li>•No approval required (Review)</li> <li>•Office of International Studies (OIS) if student is international</li> <li>•Athletics if student is an athlete</li> </ul>	<ul style="list-style-type: none"> <li>•No approval required</li> <li>•Office of International Studies (OIS) if student is international</li> <li>•Athletics if student is an athlete</li> </ul>	<ul style="list-style-type: none"> <li>•Director of Graduate Program (DGP)</li> <li>•Graduate School</li> </ul>
Prior to 8 Week Drop Deadline		
UGRD	GRAD	
<i>Withdrawal</i>	<i>Withdrawal</i>	<i>Leave of Absence not required for current term.*</i>
<ul style="list-style-type: none"> <li>•No approval required (Review)</li> <li>•Office of International Studies (OIS) if student is international</li> <li>•Athletics if student is an athlete</li> <li>•College Approval</li> </ul>	<ul style="list-style-type: none"> <li>•OIS if student is international</li> <li>•Athletics if student is an athlete</li> <li>•DGP</li> <li>•Associate Dean</li> <li>•Graduate School</li> </ul>	
After the 8 Week Drop Deadline		
UGRD	GRAD	
<i>Withdrawal</i>	<i>Withdrawal</i>	<i>Leave of Absence not required for current term.*</i>
<ul style="list-style-type: none"> <li>•OIS if student is international</li> <li>•Athletics if student is an athlete</li> <li>•College Approval</li> </ul>	<ul style="list-style-type: none"> <li>•OIS if student is international</li> <li>•Athletics if student is an athlete</li> <li>•DGP</li> <li>•Associate Dean</li> <li>•Graduate School</li> </ul>	

\*A Leave of Absence is required if student indicates they will not return in the subsequent term

# Approvers will receive an email containing a direct link to the student's withdrawal/LOA request

Student Withdrawal Inbox x



 pspod@ncsu.edu

11:33 AM (22 minutes ago) ☆



to [REDACTED] me ▾

Student : 0009[REDACTED]- [REDACTED]  
Career : GRAD  
Term : 2168

The above student has submitted a withdrawal request which requires your review for completion.

[https://cs9pre.acs.ncsu.edu/psp/CS9PRE/EMPLOYEE/NCSIS/c/NC\\_SR\\_WD\\_OIS\\_ATHLETICS\\_MENU.NC\\_WDRAW\\_ADMIN.GBL?Page=NC\\_WDRAW\\_ADMIN&Action=U&EMPLID=000965845&ACAD\\_CAREER=GRAD&INSTITUTION=NCSU1&STRM=2168](https://cs9pre.acs.ncsu.edu/psp/CS9PRE/EMPLOYEE/NCSIS/c/NC_SR_WD_OIS_ATHLETICS_MENU.NC_WDRAW_ADMIN.GBL?Page=NC_WDRAW_ADMIN&Action=U&EMPLID=000965845&ACAD_CAREER=GRAD&INSTITUTION=NCSU1&STRM=2168)  
or navigate to:

Main Menu -> Student Information Systems -> Admin Services -> Services -| Withdrawal Approval



[Withdraw - Admin](#)[Withdraw - Admin Detail](#)[Withdraw - Admin Approval](#)

## Administrative Withdraw

Empl ID XXXXXXXXXX

### Tuition Refund

#### Refund of Tuition and Fees

Based on your withdrawal date of August 29, 2016, you may expect a 90% refund or reduction of your tuition and fees for the Fall term. At this time, administrative charges are estimated at \$100.00. These amounts are estimates, and can change if your withdrawal date is changed or other charges are applied to your account.

Tuition and fee refunds or reductions for Official Withdrawals are prorated based on the date of the withdrawal. No refunds are made for official withdrawals after 50% of the enrollment period. Please refer to <http://go.ncsu.edu/withdraw> for a schedule of withdrawal dates for the current term(s).

An administrative fee of 5% of the total tuition and fees, and late registration fee charges not to exceed \$100, will be charged for all withdrawals processed. The administrative fee will post to your account after the processing of your withdrawal.

If you have been charged for Health Insurance, contact University Student Health Services at 919-515-2563 option 6 or email [student-health-insurance@ncsu.edu](mailto:student-health-insurance@ncsu.edu) to see if you are eligible to have this refunded to you.

**Refunds will not be processed until after the official drop period (Census).** The Census date for the Fall term is August 22, 2016. In order to collect refunds, students must [sign up online for direct deposit](#) of refunds via MyPack Portal. For students who do not sign up for direct deposit, a check will be mailed to the Home/Mailing Address listed with Registration and Records.

Students have the right to file a refund application (an appeal) in the Student Accounts Section of the University Cashier's Office at <http://go.ncsu.edu/tuitionfeeappeal>. The appeal must be substantiated by medical reasons, unexpected employment changes, death in the immediate family, or University error and will be reviewed by the University Fee Appeals Committee. The appeal can not be processed if you have received academic credit for the course. **The deadline for filing an appeal is the last day of exams for the term.**

### GSSP Info

Students on GSSP must discuss the tuition implications with their Director of Graduate Programs (DGP) & the Graduate School prior to a withdrawal.

### Campus Dining

Students not required to be on the meal plan may cancel for any reason by September 30 for the fall term and January 31 for spring term and any available refund will be credited to their student account. In all cases, the student is responsible for providing a written request to University Dining at: <http://dining.ncsu.edu/campus-dining/meal-plans/making-changes/>

[Next >>](#)

### Administrative Withdraw

Empl ID XXXXXXXXXX  
 Status Pending Approval

Route Approval To:

2

**Additional LOA Approvals**

Approver	Status	By	Date Time	Comments
Graduate School	Pending			

**Leave of Absence Approval Needed**

Approve / Deny as: Director Graduate Program

Approval Status Pending

Comments

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**Additional Withdrawal Approvals**

Approver	Status	By	DateTime	Comments
College Associate Dean	Pending			
Graduate School	Pending			

**Withdrawal Approval Needed**

Approve / Deny as Director Graduate Program

Approval Status Pending

Comments

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- 2- Any approver can send the withdrawal request to the counseling center or student health for their input
- 3- Indicate approval/denial of the LOA request
- 4- Indicate approval/denial of the withdrawal request
- 5- Always save