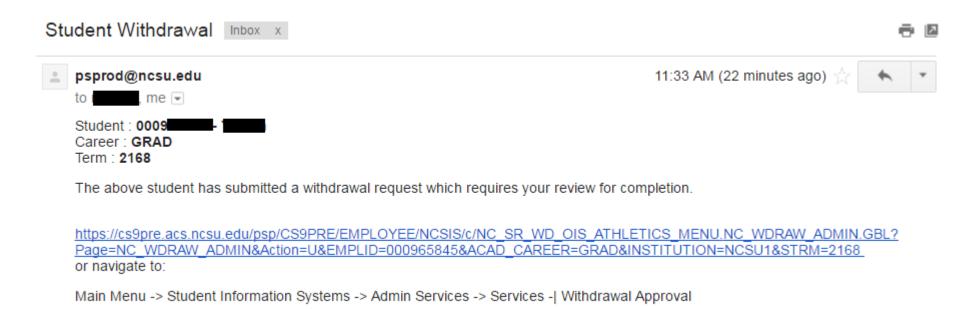
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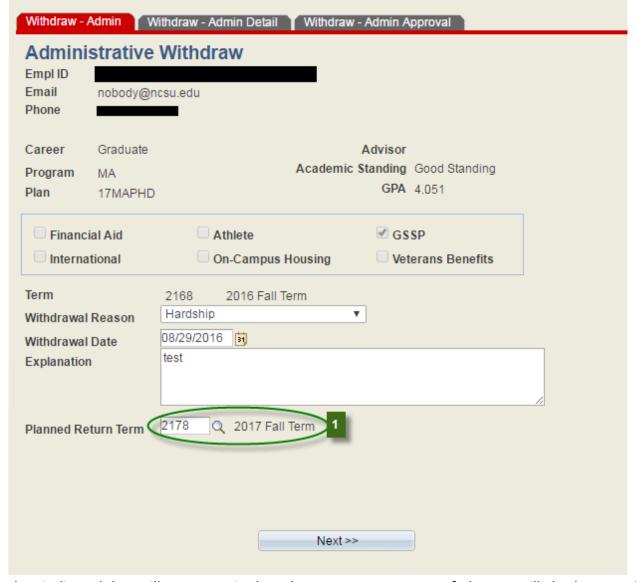
Prior to Census		
UGRD	GRAD	
Withdrawal	Withdrawal	Leave of Absence required for current term
No approval required (Review)	No approval required	Director of Graduate Program (DGP)
•Office of International Studies (OIS) if student is international	•Office of International Studies (OIS) if student is international	• Graduate School
 Athletics if student is an athlete 	Athletics if student is an athlete	
Prior to 8 Week Drop Deadline		
UGRD	GRAD	
Withdrawal	Withdrawal	Leave of Absence not required for current term.*
•No approval required (Review)	•OIS if student is international	
 Office of International Studies (OIS) if student is international 	Athletics if student is an athlete	
 Athletics if student is an athlete 	•DGP	
College Approval	Associate Dean	
	• Graduate School	
After the 8 Week Drop Deadline		
UGRD	GRAD	
Withdrawal	Withdrawal	Leave of Absence not required for current term.*
•OIS if student is international	•OIS if student is international	
 Athletics if student is an athlete 	Athletics if student is an athlete	
College Approval	•DGP	
	Associate Dean	
	• Graduate School	

^{*}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



Follow the email link to the admin page



1- Since the student indicated they will not return in the subsequent term a Leave of Absence will also be routed for approval

Withdraw - Admin

Withdraw - Admin Detail

Withdraw - Admin Approval

Administrative Withdraw

Empl ID

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 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.

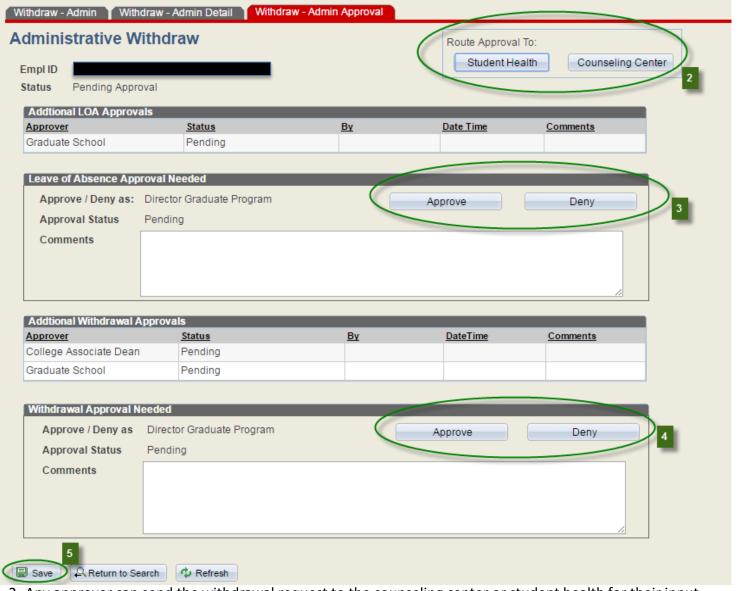
GSSP Info

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/

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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