



# Withdrawal Form

Office of the Registrar, 100 International Drive 5<sup>th</sup> Floor, Baltimore, MD 21202

Phone: 410-234-9250 Fax: 410-800-4096

Submit this form through SEAM's online form: <https://support.sis.jhu.edu/case/>

Withdrawal from the Carey Business School must be requested directly by the student. Depending on the date of withdrawal, the student may be responsible for all non-refundable fees and non-recoverable costs associated with their program. Withdrawal should be timed, whenever possible, to come at the end of a term. Withdrawal is granted when the student will no longer be actively pursuing an academic course of study at the Carey Business School. When a student withdraws:

- The Office of the Registrar cancels the student’s registration for the next semester and authorizes a refund of tuition paid for that semester, if applicable.
- The Office of Financial Aid suspends financial aid, to the student, if applicable.
- The Office of International Services performs duties as required by US federal regulations regarding persons no longer eligible to study at the university.

If the student should request to return to the Carey Business School after voluntarily withdrawing, the student must formally reapply through Admissions.

Hopkins Student ID #: \_\_\_\_\_

Name: \_\_\_\_\_  
(Please Print) Last First Middle

Phone number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Which degree are you seeking? MS MBA BS Graduate Cert.

I am requesting withdrawal for the Fall/Spring semester of \_\_\_\_\_ .  
year

Reason for withdrawing: \_\_\_\_\_

Are you an international student? Yes<sup>1</sup> No

Are you currently receiving financial aid? Yes<sup>2</sup> No  
*(Funds issued by the Financial Aid Office in the form of loans, grants, scholarships, work study, etc..)*

Student’s Signature: \_\_\_\_\_ Date \_\_\_\_\_

Adviser’s Signature: \_\_\_\_\_ Date \_\_\_\_\_

Registrar’s Signature: \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup> Office of International Services Representative’s signature required for international students.

<sup>2</sup> Financial Aid Representative’s signature required for students receiving financial aid.

Circulation: Financial Aid Office International Services Office Admissions Student File