

Withdrawal Policies Acknowledgement Form

The term withdrawal applies to students exiting the university without plans to return. This form contains **relevant policies** for students withdrawing from the university. *Please review each line carefully before acknowledging the form and reach out to your academic advisor if you have any questions.*

Academic Policies:

- If I am withdrawing from Brandeis (not planning to return in a future semester), I will complete the [withdrawal/exit survey](#).
- Academic Services will communicate my withdrawal to the Registrar's Office. If I leave during an active semester, courses in progress will be assigned a 'W' (withdrawal notation) if I withdrew after the deadline to drop classes. Marks of 'W' will not impact my GPA.
- If I have excused incomplete/s or excused absences from exams, I must finish all incomplete written work or exams by agreed-upon deadlines with my instructors. If I do not, a final grade will be assigned.

Financial Policies:

- I understand the [tuition and financial aid refund policies](#) of withdrawing during an active semester, and have consulted with Student Financial Services regarding the possible financial implications. [Questions? sfs@brandeis.edu, 781-736-3700]
- I understand that my student account will be charged for any University items that I do not return (keys, University library books or materials, etc).
- I will complete Student Loan Exit Counseling with Student Financial Services if I have federal and/or institutional loans.

Students Living on Campus:

- I will remove all my belongings and vacate my room within 48 hours of the effective date of my withdrawal or leave of absence. I will notify Community Living via email dcl@brandeis.edu once I have vacated my space.
- I acknowledge that I will be billed for housing until my space has been vacated. My space will be considered occupied until my belongings have been removed and I have returned my key(s).

- I will return all applicable keys (exterior, bedroom, and Shabbat) by placing them in a Key Return Envelope and returning to the Community Living Office in Usdan, or by mailing them in a padded envelope to: Brandeis University, Community Living, MS: 220, 415 South Street, Waltham, MA 02453.
- I will be charged for any room damages in accordance with the License Agreement.

Additional Policies:

- I will return my mailbox keys to the mailroom located in the Usdan Student Center or mail them in a padded envelope to Brandeis University, Mail Services, MS: 047, 415 South Street, Waltham, MA 02453.
- **International students:** I must schedule an appointment with my ISSO advisor and review information on their [Leaving Brandeis page](#).
- **Students approved to study abroad:** I will inform the Office of Study Abroad of my withdrawal.
- **Health Insurance:** It is essential that each student review their current health insurance coverage. If the student is enrolled in the Brandeis University Student Health Insurance Plan (SHIP) and withdraws from Brandeis within the first 31 days after the start of classes, they are not eligible for the SHIP, and coverage will be retroactively cancelled back to the effective date. If the student withdraws after the first 31 days after the start of classes, they are eligible to remain enrolled in the Brandeis SHIP if they are enrolled in the plan at the time they withdraw.. Students not enrolled in the Brandeis SHIP should contact their insurance company to confirm their coverage. Students with questions about health insurance related to a leave of absence should contact University Health Plans at 833-251-1737 or info@univhealthplans.com to discuss the impact of a withdrawal on their coverage.
- Family/guardians listed in Workday will be notified of enrollment status changes, unless a student provides a written request within ten (10) business days of the leave effective date not to do so.
- Following my withdrawal from the university, I understand that I may not take or audit courses at Brandeis, participate in research, work as a student employee on campus, utilize campus facilities or services, or participate in student clubs. Attendance at campus events can be done so as a guest.
- Following my withdrawal from the university, I have thirty (30) days to migrate my data from my Brandeis student email account to a personal email account before it is deactivated.

Returning to Campus:

- If my withdrawal plans change and I wish to re-enroll at Brandeis, I will email leavesandreturn@brandeis.edu. Staff will connect me with my assigned Academic Services advisor to review the return process.

I acknowledge that I have read and understood these policies.