



INTENSIVE ENGLISH NON-MATRICULATED PROGRAM WITHDRAWAL FORM

Intensive English Non-Matriculated Students Only

Complete this form and return it to the Intensive English Center. Form may be emailed or dropped off in person to the Intensive English Center at E5320 Melville Library. This form is to be used as of Day 1 of the semester starting by students who are enrolled and presently on campus. Students who are enrolled and do not attend the mandatory in person orientation will be dropped from their courses and discontinued by the program.

Student <u>Last</u> Name (Please Print)	Student <u>First</u> Name	Stony Brook ID (if unknown, provide SSN#)
Student Email Address	Home Address	Home Phone Number

SECTION 1 - International Students

Are you studying on an F-1 or J-1 visa?

If YES, signature from Visa & Immigration Services is required

Visa & Immigration Services Advisor Signature

SECTION 2 - Policy Acknowledgement

Campus Housing and Meal Plans

Campus Residents - Students who submit the Withdrawal Form must vacate and check-out of housing within 48 hours of their withdrawal being processed. If you are a resident, you must contact and return your key to your Area Office within 48 hours of this withdrawal request being processed. Students should [contact their Residence Hall Director and Area Office](#) for check-out instructions. Please review the [Housing Agreement Cancellation, Termination and Financial Liability Information](#).

Meal Plans - Meal plan charges (for students in a room which requires the meal plan) will be pro-rated based upon the date your key is officially returned, and all belongings are removed. If you participate in a meal plan that is not mandatory, please cancel your plan by contacting the Meal Plan Office at (631) 632-6517 or mealplan@stonybrook.edu.

Tuition Liability and Appeals

Tuition Liability & Appeals - If you officially withdraw from the University or reduce the number of credits after the no-tuition liability deadline, you are still responsible to pay tuition and fees according to the Tuition Liability Schedule found on the [Student Financial Services Website](#). For classes with start dates that do not appear on the Financial Liability Schedule please contact studentbilling@stonybrook.edu for drop date liability information. Students are responsible for knowing their registration status, schedule, paying tuition bills in a timely manner, and understanding and following the correct procedures to withdraw from classes. Please see the [Tuition Liability Appeal page](#) for more information.

Program Fees - For questions related to [program tuition and fees](#), please refer to the Bursar's Office at studentbilling@stonybrook.edu.

IEC Program Director/Advisor Signature Required

Signing this form indicates that you have read and understand the policies outlined.

Signature	Date
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