

Office of the University Registrar 72 Fifth Avenue New York, NY 10011 Tel 212.229.5620 Fax 212.229.5648

**A. Student Information:** ID#: \_\_\_\_\_

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle Initial) \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

If your contact info has changed, please update change of address, phone or e-mail at <https://my.newschoo.edu>

Division/Program  Parsons  Lang  NSSR  NSPE (Milano & NSGS)  
 Drama  Mannes  Jazz

Degree/Diploma/Dept \_\_\_\_\_

**B. Student: Please obtain signatures from the offices below and/or review the links provided if they apply to you.**

- Financial Aid – Students who receive Financial Aid should review important information at the following link regarding the impact of an Exit on Financial Aid eligibility. [http://www.newschoo.edu/forms/sfs\\_withdrawal\\_leave.pdf](http://www.newschoo.edu/forms/sfs_withdrawal_leave.pdf)
- International Students – International Students should review information at the following link regarding the impact of an Exit on their status. [http://www.newschoo.edu/studentervices/international/cs\\_withdrawal.aspx](http://www.newschoo.edu/studentervices/international/cs_withdrawal.aspx)
- Housing \_\_\_\_\_ Date \_\_\_\_\_
- HEOP \_\_\_\_\_ Date \_\_\_\_\_
- Department/Academic Advisor \_\_\_\_\_ Date \_\_\_\_\_

**C. Advisor: Complete the information below. Attach signed drop form if student is registered.**

**Confirmed Last Date of Attendance:** \_\_\_\_\_

attendance roster  last exam/project  self-report  other \_\_\_\_\_

If student did not attend classes for the term, the last date of attendance would be the last day attended in a previous term.  
If this is a new admit who never attended classes, this form is unnecessary. E-mail student info to [frederie@newschoo.edu](mailto:frederie@newschoo.edu).

**Type of Exit:**

**LV** Approved leave of absence. Form completed by student.  
Effective terms \_\_\_\_\_. (Courses for effective term(s) will be dropped or withdrawn.)  
Eligible to return (enter term) \_\_\_\_\_

**WD** Student withdraws from program before or any time during term. Form completed by student.  
Effective term \_\_\_\_\_. (Courses for effective term(s) will be dropped or withdrawn.)

**AW** Continuing student does not return, stops attending classes, or has been inactive. Form completed by division. Effective term \_\_\_\_\_. (Courses for effective term(s) will be dropped or withdrawn.)

**Reason for Exit:**

Family  Financial  Health  Program Fit  Personal  Career  Transfer  Military  
 Study Away  Other \_\_\_\_\_

If the student is exiting for Health Reasons and/or is currently enrolled in the Student Health Insurance Plan, please provide the student with the Student Health Information Guidelines.

Is the student an International Student? Yes  (student must return to ISS after approval of Exit Form for final processing)

Student signature \_\_\_\_\_ Date \_\_\_\_\_

(If student is unable to sign form, please attach correspondence from student initiating the exit.)

Division Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

Registrar:  
Classes: Y / N  
Refund:  
Initial/Date:

CC: Registrar's Office / Division / Student / ISS (hand delivered by International Students)

ISS:  
Advised: Y / N  
Date:  
SEVIS: Y / N  
Date: