
THE WITHDRAWAL PACKET

[INSTRUCTIONS]

As a student considering withdrawal from Oberlin College, you have a number of options, and we are interested in helping you understand what the different options entail. In many cases, students are ambivalent about leaving the College and, after a Personal Leave of Absence, decide to return. If a student takes a personal leave and decides not to return to the College, there is no financial penalty. Please take a few minutes to talk over your decision with one of the Deans in the Office of the Dean of Studies (x5-8540), in order to review the differences between a Personal Leave of Absence; a Medical Leave of Absence; an Academic Leave of Absence; and Withdrawal. More information on these options can be found at www.oberlin.edu/dstudies/download.html.

If you decide that withdrawal is your best option, please attend to the following tasks:

- Fill out top portion of the Notification of Departure from Campus form (p. 2)
- Schedule an exit interview with Randal Doane, Assistant Dean of Studies (pp. 2-3)
- Fill out the short series of questions on the Withdrawal Survey (pp. 4-6)
- Send an e-mail to Harold.Stout@oberlin.edu, with your name, OCMR#, and new mailing address, in order to make certain your mail is forwarded to your new address. You should also submit a change of address form to the US Postal Service.

The forms listed above must be completed, signed, and returned to Peters 205 in order for your application to be processed.

Also included in this packet:

- Financial Aid Implications for Students Withdrawing or Taking a Leave of Absence

DEADLINES

Please return the application by the last day of classes in your final semester at the College (e.g., if you would like to withdraw from Oberlin by the fall, submit your materials by the last day of classes in May).

- If you return this application by the deadline above, you are eligible to receive the balance of your Matriculation Deposit (i.e., Matriculation Deposit – Outstanding Student Accounts Charges = your refund).

PLEASE ADDRESS ALL DOCUMENTS AND QUESTIONS TO:

RANDAL DOANE
 COORDINATOR OF LEAVES & WITHDRAWALS
 50 NORTH PROFESSOR ST., PETERS 205
 OBERLIN COLLEGE
 OBERLIN, OH 44074-1091

PHONE: 440/775-8540
 FAX: 440/775-6369

NOTIFICATION OF DEPARTURE FROM CAMPUS (WITHDRAWAL)

LAST NAME	FIRST NAME	T#	OCMR#
CLASS (PLEASE CHECK)		DIVISION	
<input type="checkbox"/> FR <input type="checkbox"/> SO <input type="checkbox"/> JR <input type="checkbox"/> SR <input type="checkbox"/> 5TH YR. <input type="checkbox"/> GRAD		<input type="checkbox"/> CON <input type="checkbox"/> ARTS & SCIENCES <input type="checkbox"/> DOUBLE-DEGREE	
HOME ADDRESS STREET		CITY, STATE, ZIP	
SS#	HOME #	CELL #	
MAJOR		ADVISOR	
CURRENT STATUS (PLEASE CHECK)			
<input type="checkbox"/> ENROLLED AT OBERLIN		<input type="checkbox"/> PERSONAL LEAVE	<input type="checkbox"/> MEDICAL LEAVE
<input type="checkbox"/> ACADEMIC LEAVE		<input type="checkbox"/> ENROLLED, NOT IN RESIDENCE	<input type="checkbox"/> SUSPENDED

APPROVAL SIGNATURES	DATE
STUDENT	
ADVISOR(S)	
DEAN DOANE, PETERS 125	
STUDENT ACCOUNTS: HOLD / CLEAR	
IF YOU ARE RECEIVING FINANCIAL AID, PLEASE OBTAIN SIGNATURE OF FINANCIAL AID	
DEAN GRIM (FOR INTERNATIONAL STUDENTS)	
ASSOCIATE DEAN, CONSERVATORY (FOR CONSERVATORY AND DOUBLE-DEGREE STUDENTS)	

OFFICE USE ONLY

LAST DAY OF ENROLLMENT	EFFECTIVE DATE
MATRICULATION DEPOSIT – RETURN: FULL / HALF / \$50	
LEAVES AND WITHDRAWALS COORDINATOR	DATE

CC: ADVISOR CLASS DEAN CONSERVATORY DEAN OF STUDENTS FINANCIAL AID
 REGISTRAR RES ED & DINING STUDENT ACADEMIC SERVICES STUDENT ACCOUNTS

WITHDRAWAL ADVISING GUIDE

Please include your name and the name(s) of your advisor(s) in the boxes below. Once you discuss your plans for withdrawal with your advisor, have him/her sign on the line below. If your advisor is unavailable, you may obtain the signature of one of the Deans in the Office of the Dean of Studies, Peters 205 (Arts and Sciences students) or the Associate Dean of the Conservatory, Bibbins 123 (Conservatory students). Double-Degree students should obtain the signatures of both advisors.

INTERNATIONAL STUDENTS: Withdrawing from Oberlin College will affect your visa status significantly. Please meet with Dean Grim (Peters 205) to discuss your visa status before you finalize your plans for leaving campus.

STUDENT (PLEASE PRINT)	ID#
ADVISOR	DATE
ADVISOR 2 (IF APPLICABLE)	DATE

STUDENT’S SIGNATURE _____

SIGNATURE OF ADVISOR OR ASSISTANT DEAN _____

SIGNATURE OF SECOND ADVISOR, WHEN APPLICABLE _____

SIGNATURE OF DEAN GRIM (FOR INTERNATIONAL STUDENTS) _____

CC: ADVISOR ADVISOR (AS NEEDED) OFFICE OF THE DEAN OF STUDIES

WITHDRAWAL SURVEY

Please take a few minutes to help us understand why you have decided to withdraw from the College. Your responses are a key resource for helping us improve the experience of future Oberlin students. We will record information from this survey separately from your application, and the information will be kept confidential and will not be part of your academic record.

YEAR ENTERED	GENDER	male	female	other
DIVISION	College	Conservatory	Double-Degree	Performance Degree
MAJOR	(if Undeclared, please indicate)			
ETHNICITY (please circle)	Asian American/Pacific Islander		African American/Black	
	Eskimo/Aleut/Native American		Hispanic/Latino/a	
	White	Other (specify)_____		

Please indicate the primary reason for your withdrawal (e.g., physical health, emotional health, interest in field of study not available at Oberlin, etc.).

Please describe how closely your expectations of life at Oberlin College matched your experience at Oberlin College.

Was there one or more members of the faculty or staff you got to know well? If so, who?

WITHDRAWAL SURVEY (CONT'D)

This survey includes a set of questions about your experience at Oberlin College and academic, social, personal, and financial matters. Please take a few minutes to indicate what you found satisfactory and unsatisfactory during your time here at Oberlin. We have limited ways to learn more about your decision to leave the College, and appreciate your taking the time to fill out this survey.

PLEASE PUT AN "X" IN THE APPROPRIATE BOX TO INDICATE YOUR LEVEL OF AGREEMENT WITH THE FOLLOWING STATEMENTS:	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
ACADEMICS					
I am satisfied with the overall quality of instruction.					
I was able to take courses I desired/needed.					
I found faculty members to be available outside of class.					
I felt comfortable approaching faculty members outside of class.					
I found the resources available for academic support to be helpful.					
I am satisfied with the academic advising I received.					
I wish to pursue an area(s) of study not offered by Oberlin. Please Specify:					
If you mentioned a specific area of study above, which Program or Department at Oberlin most closely approximates your desired area of study?					
TO WHAT EXTENT DO YOU AGREE WITH THE FOLLOWING STATEMENTS?					
SOCIAL					
I wish to live in larger, more urban environment.					
I wish to live closer to home.					
I want to attend a college/university larger than Oberlin.					
I had difficulty making friends.					
I am satisfied with the social environment in the residence halls.					
The social climate of the College was a good fit for me.					
I am satisfied with housing/dining policies.					
PERSONAL					
I need time away from college to review my academic / career goals.					
I am withdrawing for reasons of physical health.					
I am withdrawing for reasons of emotional health.					
I wish to pursue personal relationship(s) with person(s) elsewhere.					
The use of drugs and/or alcohol by fellow students disrupted my sense of "fit" at Oberlin.					
My own use of drugs and/or alcohol played a key role in my withdrawal.					
My parents do not support my continuing at Oberlin.					
FINANCIAL					
I wish to continue at Oberlin, however, I cannot afford it.					
I have decided that the benefits are not worth the financial costs.					

WITHDRAWAL SURVEY (CONT'D)

HOUSEHOLD INCOME	What is your best estimate of your parents' total income last year? Consider income from all sources before taxes. Please circle one.					
Less than \$10,000	\$10,000 to \$14,999	\$15,000 to \$19,999	\$20,000 to \$24,999	\$25,000 to \$29,999	\$30,000 to \$39,999	\$40,000 to \$49,999
\$50,000 to \$59,999	\$60,000 to \$74,999	\$75,000 to \$99,999	\$100,000 to \$149,999	\$150,000 to \$199,999	\$200,000 to \$249,999	\$250,000 or more

SERVICES AT OBERLIN

In many cases, a student's decision to withdraw indicates that the College could improve its services in some form. Is there a service or part of life at the College that, if changed, might have enriched your experience at Oberlin? How do you believe it might be improved?

FUTURE PLANS

I am leaving Oberlin at present (check one),

- but I intend to continue my undergraduate studies within 12 months.
- and I may obtain a bachelor's degree, but at present I am unsure about my future education.
- and I do not plan to pursue an undergraduate degree.

Do you plan to transfer permanently to, or attend temporarily, another college or university?

- Yes or probably. Where? _____
(If uncertain or not yet admitted, your first choice at present)
- No

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS QUESTIONNAIRE. PLEASE CONTACT RANDAL DOANE, ASSISTANT DEAN OF STUDIES, IF YOU HAVE QUESTIONS ABOUT THE SURVEY.

FINANCIAL AID IMPLICATIONS FOR STUDENTS WITHDRAWING OR TAKING A LEAVE OF ABSENCE

STUDENTS CONSIDERING WITHDRAWING OR TAKING A LEAVE OF ABSENCE FROM OBERLIN SHOULD BE AWARE OF THE FACT THAT IF THEY ARE RECEIVING FINANCIAL AID WHETHER FROM OBERLIN OR ANOTHER AGENCY, THERE MAY BE CONSEQUENCES WHICH AFFECT THEIR DECISION. STUDENTS CONSIDERING SUCH AN ACTION MUST VISIT THE OFFICE OF FINANCIAL AID BEFORE FINALIZING THEIR PLANS. SOME OF THE ISSUES TO BE CONSIDERED INCLUDE:

1. **REFUNDS:** All students who withdraw during a semester will be charged tuition, room and board at the rate of 10% of the semester charge for each week or fraction thereof in residence. If a financial aid student is scheduled to receive a refund, all or part of that refund will be used to reimburse the financial aid programs from which the student received funds.
2. **ELIGIBILITY:** Students are eligible for a limited number of semesters of financial aid. These may include semesters on leave. Some of these may be used up by taking a leave.
3. **OUTSIDE AGENCIES:** Students may lose a source of financial assistance by withdrawing or taking a leave of absence. If those students return to Oberlin, they will be required to provide those funds from their own resources. With the Pennsylvania grant, for example, a portion will be forfeited if a student withdraws during a semester.
4. **LOAN REPAYMENTS:** Students who withdraw are required to visit the office of Financial Aid. Students who have received a Perkins Loan or a Federal Stafford Loan through their own bank guaranteed by a State agency should note that their loans go into repayment status either six or nine months from the date of withdrawal, depending on the type of loan. If the student re-enrolls at Oberlin or another approved post -secondary institution as a full-time student before the grace period has expired, the loan goes into a deferred payment status. It is the responsibility of the student to notify the College or lending agency that the student has again assumed student status. If this is not done, payments will be required. In certain leaves of absence situations, loans also go into repayment status. Check with the Financial Aid Office. Students who enter repayment before re-enrolling are eligible to apply for an in-school deferment of payment.
5. **DEFERMENT:** Note also that once the loan deferment period has expired, the deferment has been used and the student may need to start repayment immediately on graduation or at the next hiatus from full-time enrollment in school. This is an issue the student needs to explore with the Financial Aid Office.
6. **AID TRANSFERABILITY:** In a limited number of situations, Oberlin financial aid may be used for programs at other institutions. Consult the Office of Financial Aid for further information.
7. **AID APPLICATIONS:** Students who plan to return to Oberlin and wish to be considered for financial aid are responsible for obtaining and completing the necessary forms. For students returning in September, the Financial Aid Form, the Pell Grant Report and the Oberlin application must be on file in the Financial Aid Office by June 1. For students returning for Winter Term or the semester beginning in February, the deadline is November 1.
8. **STUDENT ACCOUNTS:** When a student withdraws, a portion of the charge may be canceled. However, similar portions of any financial aid may also be canceled depending on federal, state, or institutional regulations. **Students are responsible for their account even though they may withdraw. Check with Financial Aid Office or Student Accounts Office for more information.**