NOTICE TO THE REGISTRAR OF
INTENTION TO WITHDRAW

Since Nyack College MBA is on a modular schedule, our refund policy for students wishing to withdraw differs slightly from most traditional programs.

The most important factor in determining how much liability you incur in a particular trimester is the date you actually withdraw from the program. The official date of your withdrawal is the day the registrars office receives the withdrawal form, not the date you stop attending, so be sure to notify the Registrar office immediately of your intentions.

*NOTE: WITHDRAWAL FROM COLLEGE MAY JEOPARDIZE STUDENT ELIGIBILITY FOR FINANCIAL AID, SCHOLARSHIPS, ATHLETICS AND COLLEGE-OWNED HOUSING.

- Liability for each module, or course, is incurred after the first class in that module; e.g. after the first class of Managerial Thought Ethic (BUS610), you are fully liable for the cost of that module.
- In Trimester One, liability for the full semester tuition is incurred after the first night of Global Business Operations (BUS650). The third module of the trimester.
- In Trimester Two, liability for the full semester tuition is incurred after the first night of Strategic Market Management (BUS660) or comparable concentration course. The third module of the trimester.
- In Trimester Three, liability for the full trimester tuition is incurred after the first night of Global Strategic Policy (BUS690). The third module of the trimester.
- Prior to the point of incurring full liability, you will be charged for only the course modules you have started; e.g. if, in Trimester One, you withdraw from the program before E-Commerce (BUS619) begins, you will be liable for the cost of Managerial Thought Ethic only.
- Due to federal and state regulations, all or part of loans and/or grants may have to be returned. In such cases, you are still liable for any tuition and fees incurred.

Required Information to process withdrawal from MBA program.

Name(Print): ___________________________________    Today’s Date: ___________________

Signature: ___________________________________

Last Date of Class Attendance: ___________________________________

Reason(s) for withdrawing: (check as many as apply)

___ Change of vocational intention         ___ Transferring to _________________

___ Financial problems                 ___ Dissatisfaction with Nyack College

___ Marriage                           ___ Other (please explain_____________)

___ Health                               _________________

___ I DO NOT expect to return to Nyack College.

___ I DO expect to return to Nyack College for the _________________ semester.

___ I have read the above Tuition Refund Schedule and *Note.

FOR OFFICE USE ONLY:
Exit Interview with Registrar:__________
Comments: ____________________________
Online _____ Stat Trkg _____ W/D list _____
Copies to: SFS ____  STU DEV ____  Memo to: Advisor ____  Nurse ____  TAP Assessor ____ (NY State)