

# Withdrawal Form

After you have been accepted to the ROSE program and paid the required deposit(s), you are considered an enrolled participant in that program. By making such payment you are expressing your intention to participate in the ROSE program, you are acknowledging that the program fee deposit will be transferred into your regular tuition bill if enrolling into the ROSE program or withdrawing ROSE to attend Rutgers in-person in New Jersey or Rutgers fully online semester before January 18<sup>th</sup>, 2022; however, if you withdraw from the ROSE program after December 18<sup>th</sup> 2021 and do not attend ROSE, Rutgers in-person courses in New Jersey, or Rutgers fully online courses, the program fee will NOT be refundable or transferable; the housing deposit is non-transferable and non-refundable after the dates listed below, and you are recognizing that you will be held responsible for some or all of the full program fee, even if ultimately you do not participate in the program, depending on when you formally withdraw from the program. "Refunds" after December 18<sup>th</sup> will be applied in the form of transferring to your term bill.

If you are considering withdrawing from the ROSE program for which you have already paid a program deposit, then review this policy and take the following steps:

1. Speak with a Rutgers Global ROSE advisor as well as your school advisor. We may be able to help you find a way to still participate, even if withdrawing seems inevitable.
2. Review the timelines below: Remember: program fee deposits are transferred to their term bills up to before January 18<sup>th</sup> if enrolling in a ROSE program, Rutgers semester in New Jersey, or Rutgers fully online semester. Students withdrawing from ROSE and Rutgers will not have their deposits refunded after December 18<sup>th</sup> unless the ROSE program is cancelled by Rutgers. After before January 18<sup>th</sup>, your participation in ROSE will be regarded as confirmed and program deposit will be non-refundable.
  - a. Housing deposits are non-refundable after December 18<sup>th</sup>, 2021 and are non-transferable. If you withdraw from housing after December 18<sup>th</sup> through February 18<sup>th</sup>, and still attend Rutgers, the remaining amount after the cancellation fee will be transferred to your term bill. If the amount owed is greater than the deposit, the balance still owed will appear on your term bill for you to pay.
3. If, after speaking with ROSE advisors and your school advisor you still intend to withdraw, then you must complete, sign, and submit the Withdrawal Form.

**Withdrawals are not considered official and valid until a completed WITHDRAWAL FORM is emailed to the ROSE staff. Withdrawals will be effective on the date we receive your email with the completed and signed Withdrawal Form attached.**

<b>Program Fee Deposit:</b>	
If you withdraw <b>BEFORE:</b>	Then your <b>deposits</b> are:
December 18 <sup>th</sup> , 2021	Refundable if you withdraw from both ROSE and Rutgers.
January 18 <sup>th</sup> , 2022	Rolled into general tuition bill IF you attend Rutgers either in-person in New Jersey or fully online for the Spring 2022 semester.
If you withdraw <b>ON</b> or <b>AFTER:</b>	Then your <b>deposits</b> are:

December 18 <sup>th</sup> , 2022	Non-refundable for students who are withdrawing from Rutgers.
January 18 <sup>th</sup> , 2022	Non-refundable for all students
<b>Housing Deposit:</b>	
If you withdraw <b>ON</b> or <b>AFTER</b> :	Then your <b>deposits</b> are:
December 18 <sup>th</sup> , 2021	Refundable or transferable
January 18 <sup>th</sup> , 2022	Non-refundable / non-transferable based on below cancellation fees
<b>Housing Payment Cancellation Fee:</b>	
If you withdraw <b>Between</b> :	Then your <b>Housing Cancellation Fees</b> are:
Nov – Dec 18 <sup>th</sup> , 2021	Refundable or transferable
Dec 19 <sup>th</sup> , 2021 - Jan 18 <sup>th</sup> , 2022	25% Cancellation Fee
Jan 19 <sup>th</sup> – Feb 1 <sup>st</sup> , 2022	50% Cancellation Fee
Feb 2 <sup>nd</sup> – Feb 18 <sup>th</sup> , 2022	75% Cancellation Fee
Feb 19 <sup>th</sup> , 2022 ~	100% Non-refundable and non-transferable

I intend to withdraw from the above ROSE program, and I am aware of my financial obligations based on the Withdrawal Policy. I understand to officially withdraw and prevent further financial obligations, I must sign this form and submit this to Rutgers Global ROSE Program via email – [rose@global.rutgers.edu](mailto:rose@global.rutgers.edu) with the title "**WITHDRAWAL FORM**". My withdrawal date is based on the date this form is received by Rutgers Global ROSE Program.

- I am withdrawing from the ROSE program and will instead attend Rutgers in person in NJ.
- I am withdrawing from the ROSE program and will instead attend Rutgers fully online classes.
- I am withdrawing from the ROSE program and from Rutgers University.
- I am withdrawing from the ROSE program and plan to defer my studies at Rutgers University for a semester/year.

Student Name: \_\_\_\_\_ RUID: \_\_\_\_\_

Program: \_\_\_\_\_ Term: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_