



## RETROACTIVE RESIGNATION APPLICATION

The Retroactive Resignation process is for students who would like to withdraw from all courses taken in a prior semester due to extenuating circumstances. The Retroactive Resignation does not provide the basis for requesting a refund. All refunds of tuition and fees are made in accordance with the Fee Schedule in the Bulletin. If the Retroactive Resignation is approved, the student may be required to return some or all financial aid received for that semester.

Please submit this form to [retroactiveresignation@jjay.cuny.edu](mailto:retroactiveresignation@jjay.cuny.edu)

### To Be Completed By Student

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Empl ID: \_\_\_\_\_ John Jay Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The semester applicable for Retroactive Resignation (cannot be the current semester): \_\_\_\_\_

**I understand I may be liable for full or partial tuition for the semester for which I am seeking the Retroactive Resignation. I also understand there may be financial aid liabilities. Upon approval, I further understand that these obligations must be paid before grades will be changed on my record. The following documentation must be submitted with this completed form.**

- A typed personal statement detailing the reason for retroactive resignation.
- Photocopies of relevant documentation to support the retroactive resignation request.

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

### For Office Use Only

Verification: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ By: \_\_\_\_\_

Date: \_\_\_\_\_ CUNYfirst Process Date: \_\_\_\_\_

### For Office Use Only

Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Rec'd by: \_\_\_\_\_