



Registrar's Office  
800 Chestnut Street  
San Francisco, CA 94133  
P: 415.749.4535  
F: 415.749.4579  
registrar@sfai.edu

### HIATUS / WITHDRAWAL FORM

To request a hiatus or withdrawal, please complete all steps of this form.

#### Step 1: Provide your information.

Student ID	Degree (e.g. BFA, MA)	Major (e.g. EMS, Painting)		
First Name	Middle Name	Last Name		
Street Address	City	State	Zip	Country
Phone	Non-SFAI Email Address			

I am an International Student with an F-1 visa:  Yes  No

#### Step 2: State your academic intention.

- I plan to return to SFAI \_\_\_\_\_ semester/year. (Hiatus)
- I plan to defer my Admission until \_\_\_\_\_ semester/year. (Defer)
- I do not plan to return to SFAI. (Withdrawal)

If currently registered, I request to drop/withdraw courses:

- Please drop or withdraw me from courses for the current semester as of my **Last Date of Attendance:** \_\_\_\_\_.
- Please drop or withdraw me from courses AFTER the current semester. I wish to finish my courses in the current semester.

I intend to take a Hiatus or to Withdraw for the following reason(s)(required):

My signature signifies acceptance of the policies pertinent to my request.

\_\_\_\_\_  
Student Signature (or Admissions Counselor for New Student Deferral) Date

(please continue through Steps 3 to 6 on the next page and submit to the Registrar's Office at [registrar@sfai.edu](mailto:registrar@sfai.edu))



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**Step 3: Exit Interview with Dean of Students (Undergraduates) or the Assistant Dean of Academic Affairs (Graduates).** If unable do the interview in person, email this form to the *Dean of Students* ([ylandie-simpson@sfai.edu](mailto:ylandie-simpson@sfai.edu), 415-749-4524) or the *Assistant Dean of Academic Affairs* ([zbarakeh@sfai.edu](mailto:zbarakeh@sfai.edu), 415-351-3571).

\_\_\_\_\_  
Signature of Dean of Students/Assistant Dean of Academic Affairs Date

**Step 4: Exit Interview with Financial Aid.** If unable do the interview in person, email this form to Financial Aid ([financialaid@sfai.edu](mailto:financialaid@sfai.edu), 415-749-4520).

\_\_\_\_\_  
Signature of Financial Aid Officer Date

**Step 5: For International Students with an F-1 Visa.** Notify a Global Programs Officer in Student Affairs about your academic intention. Email [international@sfai.edu](mailto:international@sfai.edu) if you need to obtain the signature remotely.

\_\_\_\_\_  
Signature of Global Programs Officer Date

**Step 6: Complete the online Exit Survey at** <https://tinyurl.com/y8ebc9sh>. This brief survey will allow SFAI to identify areas of improvement in our service to students.

**Step 7: Submit the form to the Registrar's Office.** You may submit this form by email to [registrar@sfai.edu](mailto:registrar@sfai.edu) if you have all the above required signatures.

To be completed by the Registrar's Office:	
<input type="checkbox"/> Student was not registered/ never attended _____ semester. <input type="checkbox"/> Student was registered for _____ semester. Classes dropped. <input type="checkbox"/> Classes dropped after Census Date. All classes receive W grade. <input type="checkbox"/> Student has a hold with _____.	<div style="border: 1px solid gray; background-color: #f0f0f0; padding: 5px; width: fit-content; margin: 0 auto;">         Last Date of Attendance:          _____       </div>
_____ Signature	_____ Date

**Thank You!** After the form is processed by the Registrar's Office, a final tuition bill including all applicable adjustments, will be mailed within 45 days to the address provided on this form. Note that you will not be able to obtain transcripts if you have a hold from the Business Office. Contact the Cashier ([cashier@sfai.edu](mailto:cashier@sfai.edu), 415-749-4544) for any concerns. Finally, read the following reminders from Financial Aid and the Graduate Office.

**FINANCIAL AID & TUITION IMPLICATIONS**

Withdrawing or going on hiatus may have Financial Aid implications. Depending on your **Last Date of Attendance**, you may be required to return some or all of the funds disbursed to you as part of your financial aid package. In addition, you may be required to begin payment on existing loans. If you notify SFAI of your intent to withdraw or go on hiatus after the end of the add/drop period, you are not eligible for a tuition refund. Students who have borrowed federal loans for their education at SFAI are required to complete loan [Exit Counseling online StudentLoans.gov](https://studentloans.gov). If you have questions regarding your aid, refund, or repayment status in the case of hiatus or withdrawal, contact Financial Aid at [financialaid@sfai.edu](mailto:financialaid@sfai.edu), or 415-749-4520.

**GRADUATE STUDENTS (MFA, Low-Residency, MA, Dual Degree) and Post-Baccalaureate Students** are required to:

1. Return all their Fort Mason Campus keys to Graduate Programs Staff.
2. Vacate their studio (if applicable) within 10 days of the submitting the Hiatus/Withdrawal Form.