BEFORE LEAVING MASON

We are sorry to hear that you plan to leave Mason, but want to make sure that you do so successfully. We recommend that you visit and/or call the offices listed below in order to avoid any future problems.

Undergraduate students, if you intend to return to Mason you must submit a Leave of Absence form.

OFFICES TO VISIT….THINGS TO DO

- **ACADEMIC DEPARTMENT**
  - ✓ Be sure to meet with your Academic Advisor to discuss your plans (see the Advisor Locator at advising.gmu.edu)
- **FINANCIAL AID (703) 993-2353 – Student Union Building I – Room 1100 (http://financialaid.gmu.edu/)**
  - ✓ Contact your Financial Aid Counselor
- **HOUSING (http://housing.gmu.edu/)**
  - ✓ Check with your Resident Advisor (RA) regarding the proper checkout procedures
- **MASON MONEY/MEAL PLAN (https://masonid.gmu.edu/)**
  - ✓ Return your student ID and request a refund for any unused Mason Money and/or meal plans
- **PARKING (http://parking.gmu.edu/)**
  - ✓ Check to make sure you do not have any outstanding tickets or balances

REGISTRATION (703) 993-2441– Student Union Building I - Room 2101 (http://registrar.gmu.edu/)

- ✓ Make sure your address is correct on Patriot Web
- ✓ Drop or Withdraw from all of your classes
  - Through the last day to drop – Drop all of your classes via Patriot Web
  - After the last day to drop – Visit your Academic Dean and follow the appropriate steps for withdrawal

- **STUDENT ACCOUNTS (703) 993-2484 – Student Union Building I - Room 1600 (http://studentaccounts.gmu.edu/)**
  - ✓ Be sure to satisfy all your financial obligations

Return this portion to:
The Center for Academic Advising, Retention, and Transitions (CAART) in Student Union Building One, Suite 3600
Mail: Center for Academic Advising, Retention, and Transitions (CAART), 4400 University Drive, MS 2C4, Fairfax, VA 22030
Fax: (703) 993-2478, E-mail: studacad@gmu.edu

Name _____ **G Number** _____

Major_____

Term of Separation from Mason: **Fall** _____ (Year) **Spring** _____ (Year) **Summer** _____ (Year)

Why have you decided to leave George Mason University? _____

_____

_____

If you will be transferring to another institution, can you tell us where you will be attending?

_____

May we have someone contact you about your reasons for leaving Mason? Yes or No

_____ _____

E-mail address **Day Phone**