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**
  - Contact your Financial Aid Counselor

- **HOUSING**
  - Check with your Resident Advisor (RA) regarding the proper checkout procedures

- **MASON MONEY/MEAL PLAN**
  - Return your student ID and request a refund for any unused Mason Money and/or meal plans

- **PARKING**
  - Check to make sure you do not have any outstanding tickets or balances

- **REGISTRATION (703) 993-2441 – Student Union Building I - Room 2101**
  - 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**
  - 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 ________ Spring ________ Summer ________

Year Year 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 ____________________________