



Rothberg International School
בית הספר לתלמידים מחו"ל ע"ש רוטברג
THE HEBREW UNIVERSITY OF JERUSALEM
האוניברסיטה העברית בירושלים



Notice of Withdrawal Procedure

You must complete all of the following steps:

1. **Last Name** **First Name** **Student No**

Program:

Anticipated Withdrawal Date:

Reason for Withdrawal

.....

.....

Mailing Address (for refund if relevant)

.....

.....

Tel. **E-mail**

Student's Signature **Date**

2. Have room inspected, return keys, and obtain a **Housing Clearance Form** from the housing supervisor (if relevant).

3. Bring student card to the circulation desk in the Rothberg International School Library to obtain a **library clearance**.

4. Have form signed by your Division –

Summer Courses: Room Boyar 430

Hebrew: Boyar 446

Undergraduate: Room Boyar 426

Graduate: Boyar Room 519

Mechina: Boyar 406

Division Approval: **Date**

5. Submit this form and these required documents to the Finance Office in Room 501/502 or email them to risfinance@savion.huji.ac.il

- ❖ **Withdrawal is effective as of the date this form and required documents are either submitted to the Finance Office in Room 501/502 or emailed to risfinance@savion.huji.ac.il**
- ❖ **Tuition refunds are calculated according to the schedule published in the Rothberg International [School Financial Information Guide](#)**

For Finance Office

Balance..... Refund Transfer Info:

Housing Clearance Form:

Collect Health Card and cancel Health Insurance

Collect Student Card

Cancel Program in Positive Y / N

Signature **Date**.....