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Newark, New Jersey 07102

Visit us on the web at <http://www.essex.edu/finaid/>

# OFFICE OF FINANCIAL AID

## REGISTRATION HOLD RELEASE FORM

LAST NAME					FIRST NAME					MI			
ECC STUDENT ID NUMBER					SEMESTER/TERM								
			-			-				<input type="checkbox"/> FALL	<input type="checkbox"/> SPRING	<input type="checkbox"/> SUM I	<input type="checkbox"/> SUM II
PHONE TYPE			AREA CODE		PHONE NUMBER								
<input type="checkbox"/> Home <input type="checkbox"/> Cell			( )										
E-MAIL ADDRESS:													
@													

### STUDENT CERTIFICATION

I, \_\_\_\_\_ request that the Financial Aid Office remove my Financial Aid Registration Hold, which was placed on my classes to protect them from being canceled. I further understand that once this hold is removed, I (not the Financial Aid Office) will be solely responsible for the payment of any outstanding charges (tuition, fees, bookstore charges, etc.) related to my registration for the semester checked above.

I also understand that removal of this hold does not constitute an official withdrawal. To withdraw from a class or all classes, I must complete and submit a Course Drop or Total Withdrawal Form to the Enrollment Services Express Office. I acknowledge that not attending my classes does not constitute an official withdrawal and is not covered by the ECC refund policy. It is my responsibility to be aware of the withdrawal cut-off dates and the refund schedule dates as published in the Course Schedule. I understand that in the event my classes are not canceled, I am solely responsible for any and all charges due to ECC for the semester/term. For more information on withdrawing from class, please review ECC's Academic Policies, available online at <http://www.essex.edu/academics/policies/>.

**Important Reminder:** Please understand your classes will no longer be protected from cancelation by the Financial Aid Office, once this hold is removed. You must report to the Bursars Office to arrange payment for your classes. Failure to make a payment on your registration bill may result in your classes being cancelled. However, in the event your classes are never canceled or dropped for the semester/term, you (not Financial Aid) are still responsible for payment of any outstanding charges and you must pay those charges before you will be allowed to register again at ECC. Contact the Bursars to determine if you have an outstanding balance.

**STUDENT SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_