

## Official Cancellation Procedure Form

Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Term: \_\_\_\_\_

Mail forwarding address: \_\_\_\_\_

*Students must obtain signatures for each area listed. This form must be returned to the registrar's office (9 Hill Hall) after obtaining all signatures in order to be officially canceled.*

\_\_\_\_\_ **First, visit one of the staff in the Student Success Center** (Owen Hall 270 - 2nd floor) - here they will discuss with you your situation and advise on the needed procedures.

\_\_\_\_\_ **Visit your Faculty Advisor or Department Head** as they need to be informed of your desire to cancel registration. Note: taking incompletes and finishing your coursework at a later time may be a better option than withdrawing for some students. You are encouraged to discuss this option with your advisor.

\_\_\_\_\_ **Visit Financial Aid** (4 Hill Hall) for loan exit counseling requirements and the effect of cancellation on your awards.

\_\_\_\_\_ **Visit the UMC Bookstore** - the staff can help you with text book related questions.

\_\_\_\_\_ **Visit the Business Office** (121 Selvig Hall). All refunds and charges including tuition, fees, room and board, financial adjustments, etc. will be processed when cancellation and checkout procedures have been completed. Future billings and / or credit payments will be sent to the address above.

Plans: \_\_\_\_\_ Student Signature: \_\_\_\_\_

\_\_\_\_\_ **Visit the Computer Helpdesk** (131 Kiehle Hall) to return the notebook computer and officially cancel the contract.

\_\_\_\_\_ **Visit the International Programs Office** if you are an international student to talk with the International Student Compliance Officer (170D Owen Hall).

\_\_\_\_\_ **Visit the Information Desk** (Student Center) to return your mailbox key & receive your key deposit.

\_\_\_\_\_ **Visit Residential Life** (1110 Centennial Hall) if you live in on-campus housing. If you rent off-campus, contact your landlord to discuss your options. There may be financial penalties for canceling your housing.

\_\_\_\_\_ **Visit Dining Services** (SCC 235) if you have a meal plan and desire a refund.

\_\_\_\_\_ **Visit the Athletic Department** (SpC 141) if you are a current or former athlete.

\_\_\_\_\_ **Lastly, bring this form to the Registrar's Office** (Hill 9). If you are leaving the University for any reason, you must cancel your classes to avoid receiving "F" grades. You may be responsible for all or part of the tuition and fees if you cancel after the first week of classes for fall or spring semester. May/summer term deadlines vary by the length of the class.

## Other Contacts to Consider:

- 1- **Return any books, equipment, or materials on loan from University.** Library books, lab equipment, keys, must be returned promptly to avoid late fees and or replacement costs.
- 2- **Request an official transcript.** If you are transferring to another institution, that school's admissions and financial aid offices will want to know what courses were attempted and completed at University of Minnesota. You may request a transcript at the registrar's office. Before requesting a transcript, be sure that all grades are posted.
- 3- **Update your official address and phone number** with the registrar's office.
- 4- **Contact the office of student health benefits.** You may no longer be covered by a University sponsored health plan once you withdraw from school. If you are covered University's health plan, contact the office of student health benefits to determine your status. If you are covered under a private plan and are no longer student, contact the health plan carrier to investigate your coverage options. If you have questions, call 1.800.232.9017.
- 5- **Contact the UMC Veterans services.** If you received Veterans benefits, notify the veteran's certification coordinator.
- 6- **Contact your on campus employer.** If you have a student job on campus, contact your employing department to inform them you're leaving University.
- 7- **Request a Tuition Refund** (if applicable). If you are leaving University for medical or military reasons or for academic dismissal, you may be entitled to a partial or, in rare cases, a full tuition refund. Visit the registrar's office for more detail.