

# Withdrawal Checklist

## ✓ Drop your classes.

If you are leaving the University for any reason, you must withdraw from your classes. Requests to withdraw must be received by the published deadlines available at [www.siu.edu/registrar](http://www.siu.edu/registrar). Students may withdraw from SIUE in one of the following ways:

- Prior to the start of the semester: withdraw from courses online using [CougarNet](#)
- Beginning the first day of the semester: withdraw from courses in person in the Service Center, Rendleman Hall room 1309
- Complete the Withdrawal Form and send as an email attachment to [servicecenter@siue.edu](mailto:servicecenter@siue.edu) from your SIUE email account. Only requests sent from a SIUE email account will be processed. Requests made through Yahoo, Gmail, etc. will not be accepted.
- Mail a completed Withdrawal Form to: SIUE, Service Center, Box 1080, Edwardsville, IL 62026
- Fax a completed Withdrawal Form to the Service Center at 618-650-2081.
- Emailing weeks 11-13 in fall and weeks 7-8 in summer require routing through appropriate instructors/advisor for authorization to withdraw. Deadlines for classes that have start/end dates that differ than the full-term session are on the Registrar's website.

## ✓ Contact the Financial Aid Office.

If you have financial aid, you may be required to repay all or part of your financial aid, including scholarships, grants, and loans and any refunds received from these programs in the current term. If you are transferring to another institution, you may need to cancel your financial aid at SIUE in order to be awarded aid at your new school. If you do not officially withdraw from your courses and receive failing grades, you may be required to repay all or part of your financial aid including scholarships, grants and loans. Contact the Financial Aid Office at [finaid@siue.edu](mailto:finaid@siue.edu) or at (618) 650-3880.

## ✓ Cancel your housing contract and meal plan.

If you live in on-campus housing, contact the Central Housing Office at [housing@siue.edu](mailto:housing@siue.edu) or at (618) 650-3931 for information on how to cancel your housing contract. There may be financial penalties for canceling your housing contract. Unpaid housing charges are subject to late fees.

## ✓ Request a refund of Cougar Bucks.

If you have Cougar Bucks on your ID card that total more than \$5.00, request a refund of the balance by emailing [cougarcards@siue.edu](mailto:cougarcards@siue.edu), or in person at the Service Center, Rendleman Hall Room 1309. You can also send a fax to (618) 650-2081, or by mail to SIUE, Service Center, Box 1080, Edwardsville, IL 62026. The balance will be applied to your student account and will pay towards any outstanding balance first.

## ✓ Pay any remaining tuition, fees, and other charges on your account.

Upon withdrawal, you may be responsible for all or part of tuition and fees if you withdraw. Deadlines of withdrawals that result in a credit of tuition and fees can be found at: [www.siu.edu/registrar](http://www.siu.edu/registrar). Visit [www.siu.edu/paymybill](http://www.siu.edu/paymybill) to make payments towards your account. You will not be able to register for future terms or obtain a transcript if any unpaid charges remain on your student account. Tuition and fees charges that go unpaid are subject to late fees. Past due accounts may be referred to a collection agency and/or result in legal action. To inquire about your account status or to set up a payment plan, contact the Office of the Bursar at [bursar@siue.edu](mailto:bursar@siue.edu) or at (618) 650-3123.

## ✓ Return any books, equipment or materials on loan from SIUE

Textbooks issued from Textbook Services must be returned promptly to avoid being charged the Full cost of textbooks. Library books, equipment issued from the Student Fitness Center, and any other materials on loan from SIUE must be returned to avoid late fees and/or replacement costs.

## ✓ Check on your insurance.

Some insurance companies require students to be enrolled full-time to maintain insurance coverage. Withdrawing from the University may have an impact on your health insurance, car insurance, and other types of student discounts. It is recommended that you contact your policy provider to determine any ramifications of the withdrawal on your policy.

## ✓ Contact the Veteran Services Office.

If you received veterans' benefits, you will need to notify the Veteran Services Office of your decision to withdraw. The Veteran Services Office can be reached at [veteranservices@siue.edu](mailto:veteranservices@siue.edu) or at (618) 650-5425.

## ✓ Update your address and phone number.

Update your address and phone number on [CougarNet](#), or by contacting the Service Center at [servicecenter@siue.edu](mailto:servicecenter@siue.edu).

## ✓ Order your transcript.

If you need your SIUE transcript sent to another institution, employer, etc, order online on [CougarNet](#). You can also order a transcript in person in the Service Center, Rendleman Hall room 1309. All outstanding financial obligations must be cleared before transcripts will be released.

## ✓ Plan for the future.

If you plan on returning to SIUE in the future, contact your academic advisor to determine if any transfer credit you complete while you are away from SIUE will transfer. You will need to reapply for admission after being away from SIUE for three consecutive terms.

Office of the Registrar - Service Center – servicecenter@siue.edu – 618-650-2080 phone – 618-650-2081 fax – Box 1080 Edwardsville IL 62026  
www.siue.edu/registrar

**Instructions:** Use this form to withdraw completely from classes from the time of registration through the last day to withdraw as published in the University calendar. Prior to the first day of the semester, you may withdraw online through CougarNet. This form must be processed by Service Center staff. Return the completed form to Rendleman Hall, room 1309, fax it to 618-650-2081, mail it to SIUE Service Center, Box 1080, Edwardsville, IL 62026, or send as an attachment from your SIUE email account to servicecenter@siue.edu.

Name \_\_\_\_\_ University ID# 800 \_\_\_\_\_ e-ID \_\_\_\_\_  
Last, First, Middle initial

Term of Withdrawal:  Fall  Spring  Summer \_\_\_\_\_ (Year) Date \_\_\_\_\_

**Are you a Student Athlete? Yes No** (circle one)  
\_\_\_\_\_  
If YES, signature of Athletic Advisor is required to withdraw

**Are you an International Student? Yes No** (circle one)  
\_\_\_\_\_  
If YES, signature of International Student Services Immigration Advisor is required to withdraw

**Do you plan to resume your studies at SIUE in the future? Yes No** (circle one)  
If Yes, anticipated term and year of return:  Fall  Spring  Summer \_\_\_\_\_ (Year)

**Reason for leaving SIUE: (please check only one option)**

- Academic reasons (WA)
- Military Assignment (M)
- Child care problems (WC)
- Death in immediate family (WD)
- Social issues (WS)
- Lack of transportation (WT)
- Wasn't as Expected (WE)
- Health Concerns (WH)
- Financial problems (F)
- Transferring to another school (T)
- Work conflict (WW)
- Prefer more in-person courses (IC)
- Prefer more online courses (OC)
- Other, please explain below (WO)

**Withdrawal schedule for full-term classes:**

Fall & Spring: ALL courses must be full-term to adhere to these dates	Summer: ALL courses must be full-term to adhere to these dates
Weeks 1-2: 100% credit of tuition and fees. No entry on transcript	Weeks 1-2: 100% credit of tuition and fees. No entry on transcript
Weeks 3-4: 50% credit of tuition. Grades of W assigned on transcript (\$100 administrative withdrawal fee assessed)	Weeks 3-4: 50% credit of tuition. Grades of W assigned on transcript (\$100 administrative withdrawal fee assessed)
Weeks 5-10: No reduction in tuition. Grades of W assigned on transcript	Weeks 5-6: No reduction in tuition. Grades of W assigned on transcript
Weeks 11-13: Instructor/Advisor permission to withdraw is required. Grades of WP/WF will be assigned on transcript. See below.	Weeks 7-8: Instructor/Advisor permission to withdraw is required. Grades of WP/WF will be assigned on transcript. See below.

*Short-term classes or classes that have different start/end dates from the regular full-term semester have deadlines that differ from the chart, above. Those deadlines can be found on the Registrar's website.*

**Withdrawals in weeks 11-13 in fall/spring and 7-8 in summer courses must be listed below and authorization to withdraw obtained:**

CRN	Dept/Course Number	Section Number	Credit Hours	Instructor Signature/Date Required weeks 11-13 (& equivalent) only	Advisor Signature/Date Required weeks 11-13 (& equivalent) only

**Student agreement:** I understand that withdrawing from the University impacts full-time status and my academic record. I am responsible for tuition and fees assessed according to the withdrawal schedule, and that withdrawing from the University may affect my ability to use campus facilities and to remain in campus housing. My current and future financial aid awards may be affected, and I may be liable for charges owed as a result of the return of financial aid funds. I have reviewed the Withdrawal Checklist, and I **request that I be withdrawn from SIUE for the semester indicated above.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Office Use Only:  

Processed by:	Date:	W/D Wk:
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