



CANCELLATION/WITHDRAWAL FORM

I would like to cancel/withdraw from the University of Wisconsin – Stevens Point for

Semester 1 _____ (year)

Semester 2 _____ (year)

Winterim _____ (year)

Summer _____ (year)

Student Name _____ Student ID# _____
(Print Name)

Permanent Address _____
Street Number and Name City State Zip

I understand that registration deposit refunds will only be granted if the **CANCELLATION** (before a class starts) request is submitted to Registration & Records prior to the published cancellation dates found at <http://www.uwsp.edu/reg-rec/cancellations.aspx>.

I understand that in **WITHDRAWING** (after a class starts) from the university:

1. I ***must*** return lab keys, textbooks, and all other materials or equipment to the appropriate department before leaving campus or I will be billed for the items not returned.
2. I will be billed for any outstanding charges due the university.
3. The \$100 registration deposit is not refundable.
4. I will receive grades for courses completed prior to my withdrawal.

Student Signature: _____ Date: _____

Withdrawal from the University

A student who voluntarily leaves the University at any time without completing the prescribed withdrawal procedures will be considered as still registered and will receive an F in each course in which enrolled. If you are withdrawing during the first eight days of the semester, only the date of withdrawal will appear on the transcript. After the eighth day and through the tenth week, you will receive a "W" for each course. Dates and actions are prorated for courses meeting less than the full term.

Please return this form to: Registration & Records Office
101 Student Services Building **or fax to:** 715-346-2558
Stevens Point, WI 54481
Office hours: Mon-Fri, 7:45-4:30