Withdrawal

--- LEAVING THE HALLS CHECKLIST ---

The following list covers activities that are required of the majority of our students. You may have additional requirements imposed by other departments (for example, Financial Aid or your academic department).

Withdrawing is not a complicated process, but you are responsible for following the procedure outlined in the current timetable.

REPORT TO THE ENROLLMENT SERVICES CENTER, located in the student Services Building, SSC106, to complete the necessary paperwork to withdraw from classes. The Enrollment Services Center processes all appeals related to tuition and week 10 withdrawal exceptions.

CONTACT THE LOFT RENTAL COMPANY
if you have a rented loft to make arrangements to return your loft to them www.collegeproducts.com/uwsp. You should do this prior to your checkout. Your loft must be out of your room in order to complete the checkout process.

RETURN YOUR TEXT RENTAL BOOKS
to Text Rental, University Store. You must bring your PointCard with you. Return lab keys and other materials or equipment to the appropriate department(s).

PACK YOUR BELONGINGS
and move them out of your residence hall room.

CLEAN YOUR SIDE OF THE ROOM:
- sweep/vacuum, empty trash, remove recyclables and wipe down all surfaces.

CONTACT YOUR CA
(or the CA on duty) to officially check you out of your room (completing the RCIR and forwarding address card).

RETURN YOUR KEY(S) AND SAFLOK.

CHECKING OUT OF YOUR ROOM

Contact your CA to schedule a check out appointment. Occasionally this is not possible. In this case, contact your hall director for instructions.

You should allot 20-40 minutes for checking out of your room. During checkout, you and your CA will go over the room condition inventory record (RCIR) and determine if any damages have occurred during your stay in the room. If there are damages, you will be billed for these on a statement of charge form (if your roommate caused the damage and agrees to pay for them, then he/she will be billed; if neither of you admit to causing the damage, the cost will be split between the two of you).

ROOM AND BOARD REFUNDS

Room and board fees are prorated on a Sunday to Saturday basis. If you check out on a Sunday, you will be billed for both your room and meal plan for the following week. When at all possible, we recommend that you check out of your room on or before Saturdays.

Room and board fees are “tied together.” That means that until you officially checkout of your room, you are still billed for your meal plan (even if you do not eat). Conversely, if you utilize your meal plan (either the board or Dawg Dollars portion), you will be billed for your room during the weeks that you utilize your meal plan. Once you check out of the residence halls, do not use your board plan (or the Dawg Dollars associated with it). If you do, you may face additional room charges.

Always remember that your PointCard belongs to you; never allow someone else to use your meal plan or Dawg Dollars. Doing so is a violation of your dining service contract.

WITHDRAWING FROM CLASSES

It’s important to remember that you need to complete the necessary paperwork to complete a withdrawal from the university. Just not going to classes doesn’t do it!

Completing the formal withdrawal process is important because it may make it easier for you to re-enroll (either here or at another institution) at a later date.

Unless you withdraw (or formally initiate the withdrawal process after week 10) from the university, you will continue to be billed for your room and meal plan - whether you use them or not.

(After the fourth week of classes, you will be billed for full tuition and fees, even if you withdraw.)

Once you do withdraw from the university, you have 24 hours to vacate your residence hall room. It may be to your economic advantage to do so earlier (see Room and Board Refunds).