

IOWA STATE UNIVERSITY

Request for Withdrawal

Office of the Registrar, Scheduling and Fees
10 Enrollment Services Center, Phone: 515-294-2331
schedfees@iastate.edu
<http://www.registrar.iastate.edu/students/withdrawal>

Per the student's request, the "Request for Withdrawal" form is initiated and submitted by the College Office of the student's primary major to the Office of the Registrar. The student is withdrawn from all courses based on the withdrawal date on the form, and tuition and fees are adjusted, if appropriate according to established policies approved by the Board of Regents, State of Iowa.

1 Student Information

Student Name (Last, First, Middle) _____

Student ID No. _____ Curriculum/Major/Year _____ Phone Number _____

Permanent Mailing Address: Street _____

City _____ State _____ Zip Code _____

Are you an international student? No Yes If yes, approval is required from the International Students & Scholars Office (ISSO) before withdrawals can be processed.

2 Withdrawal/enrollment information

Term/Year _____ Withdrawal Date _____ Tuition adjustment, if applicable, is based on withdrawal date.

What type of withdrawal are you seeking? Please note: While withdrawal is noted on your transcript, the type of withdrawal is not.

- Standard: the student cannot complete the semester.
- Medical: the student cannot complete the semester due to a medical reason.
- Out of Term: withdrawal requested for a prior term (within two years) due to circumstances beyond the student's control.

Partial Term Enrollment: Have you completed a partial term course?

No Yes If yes, this course will remain on your permanent record.

Future Term Enrollment: If you are enrolled in a future term(s), do you wish to cancel your enrollment? Cancelling enrollment means all courses and fees will be removed.

No Yes Term(s) for which enrollment should be cancelled: _____

3 Required signatures *Advisers: make sure an international student has contacted ISSO prior to withdrawal process.*

ISSO Adviser _____ Date _____
(Required for all international students)

Student or Authorized Representative _____ Date _____

Adviser _____ Date _____

College Student Services Office _____ Date _____

Out of Term Withdraw Committee _____ Date _____

Entry Date	Type	Resid. Code	Ethnic Code	P code off
------------	------	-------------	-------------	------------

Withdrawal Checklist for Students	
	Before withdrawing from the university discuss your options with your adviser.
	Check the tuition adjustment page to determine the financial impact of withdrawing. For more information, email schedfees@iastate.edu or call 515-294-2331.
	If you have financial aid, check with the Office of Student Financial Aid , financialaid@iastate.edu or 515-294-2223, to find out how withdrawing may affect your aid at Iowa State University. If you are receiving military education benefits, contact the Veterans Center at veteranscenter@iastate.edu or 515-294-9801 before withdrawing.
	<u>International students</u> must contact the International Students and Scholars Office , 515-294-1120, before withdrawing.
	Student athletes must contact the Office of Student-Athlete Development , 515-294-3662, before withdrawing.

Withdrawing from the University	
	Determine the type of withdrawal you are seeking: Standard , Medical , or Out of Term

After Withdrawing from the University	
	AccessPlus will continue to be available for access to your student records. Be sure to update your permanent address in AccessPlus .
	Monitor your ISU email for the next six months. Important communications about your withdrawal may still be sent to that address. Make arrangements to forward your ISU email to another account.
	Check to see if you have an outstanding balance by clicking on the "Account/U-Bill" tab in AccessPlus. Additional charges may appear up to six weeks after you withdraw. Contact the Accounts Receivable Office , ubill@iastate.edu or 515-294-7388, if you have questions about your financial account.
	If you have received Federal Student Aid, you will receive a financial aid withdrawal letter. Please contact the Office of Student Financial Aid at financialaid@iastate.edu or 515-294-2223 if you have questions.
	Contact the Department of Residence , 515-294-2900, if you signed a housing contract. You need to officially check out of the residence halls and turn in your key.
	Contact the Thielen Student Health Center , 515-294-7523, for your health plan coverage options if you purchased insurance. You may check your insurance selection in AccessPlus .
	Read the book return policy at the Iowa State University Bookstore , 515-294-5684, if you need to return books.
	Contact the Parking Division , parking@iastate.edu or 515-294-3388, regarding parking permits or unpaid citations.
	Contact the University Library , 515-294-3642, to return library books and pay overdue book fines.

Returning to the University	
	U.S. students who have been absent from Iowa State University less than 12 months may be admitted as a returning student. If more than 12 months have elapsed since last enrolled, a U.S. student must apply for reentry to the university. All international students must apply for reentry regardless of the time away from the university. If a Financial Aid Satisfactory Academic Progress Appeal is required, a notification will be sent from the Office of Student Financial Aid. Approval of reentry to the university does not guarantee reinstatement of financial aid eligibility.
	If you completed a medical withdrawal, a medical hold was placed on your future registration access at Iowa State University. Please contact the Student Assistance Office , studentassistance@iastate.edu or 515-294-1020 to provide appropriate documentation for reenrollment. Details on this process can be found under medical withdrawal .