

# 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 The student is withdrawn from all courses based on the withdrawal date on the form, and tuition and fees are adjusted, if appropriate according to established policies approved by the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 \_\_\_\_\_

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Entry Date	Type	Resid. Code	Ethnic Code	P code off
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<b>Withdrawal Checklist for Students</b>	
	<b>Before withdrawing</b> from the university discuss your options with your adviser.
	Check the <a href="#">tuition adjustment page</a> to determine the financial impact of withdrawing. For more information, email <a href="mailto:schedfees@iastate.edu">schedfees@iastate.edu</a> or call 515-294-2331.
	If you have financial aid, check with the <a href="#">Office of Student Financial Aid</a> , <a href="mailto:financialaid@iastate.edu">financialaid@iastate.edu</a> 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 <a href="#">Veterans Center</a> at <a href="mailto:veteranscenter@iastate.edu">veteranscenter@iastate.edu</a> or 515-294-9801 before withdrawing.
	<u>International students</u> must contact the <a href="#">International Students and Scholars Office</a> , 515-294-1120, before withdrawing.
	Student athletes must contact the <a href="#">Office of Student-Athlete Development</a> , 515-294-3662, before withdrawing.

<b>Withdrawing from the University</b>	
	Determine the type of withdrawal you are seeking: <a href="#">Standard</a> , <a href="#">Medical</a> , or <a href="#">Out of Term</a>

<b>After Withdrawing from the University</b>	
	AccessPlus will continue to be available for access to your student records. Be sure to update your permanent address in <a href="#">AccessPlus</a> .
	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 <a href="#">Accounts Receivable Office</a> , <a href="mailto:ubill@iastate.edu">ubill@iastate.edu</a> 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 <a href="#">Office of Student Financial Aid</a> at <a href="mailto:financialaid@iastate.edu">financialaid@iastate.edu</a> or 515-294-2223 if you have questions.
	Contact the <a href="#">Department of Residence</a> , 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 <a href="#">Thielen Student Health Center</a> , 515-294-7523, for your health plan coverage options if you purchased insurance. You may check your insurance selection in <a href="#">AccessPlus</a> .
	Read the book return policy at the <a href="#">Iowa State University Bookstore</a> , 515-294-5684, if you need to return books.
	Contact the <a href="#">Parking Division</a> , <a href="mailto:parking@iastate.edu">parking@iastate.edu</a> or 515-294-3388, regarding parking permits or unpaid citations.
	Contact the <a href="#">University Library</a> , 515-294-3642, to return library books and pay overdue book fines.

<b>Returning to the University</b>	
	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 <a href="#">reentry</a> to the university. All international students must apply for <a href="#">reentry</a> 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 <a href="#">Student Assistance Office</a> , <a href="mailto:studentassistance@iastate.edu">studentassistance@iastate.edu</a> or 515-294-1020 to provide appropriate documentation for reenrollment. Details on this process can be found under <a href="#">medical withdrawal</a> .