

University of Wisconsin-River Falls
WITHDRAWAL FORM
Office of the Registrar

To be completed by a student wishing to officially withdraw from ALL courses for which they are currently registered during the semester. You must use this form to officially withdraw from the University.

PERSONAL INFORMATION (Please Print):

NAME: _____ **DATE OF BIRTH:** _____
Last First Middle, (Maiden)

FALCON ID: W _ _ _ _ _

ADDRESS: _____
Number, Street, P.O. Box, Apt No, or Rural Route No.

_____ City _____ State _____ Zip

DAYTIME PHONE: _____ **E-mail:** _____

YEAR IN SCHOOL: __FR __SO __JR __SR __UG SPECIAL __GRADUATE

TERM YOU ARE WITHDRAWING FROM: __Fall __J-Term __Spring __Summer **YEAR:** _____

(Tuition and fee charges are based on withdrawal dates. Refer to the UWRF Fee Payment Agreement or the Refunds link at www.uwrf.edu/accounts-receive for more information.)

REASON FOR WITHDRAWAL (Please check all that apply):

Academic Personal Employment Family Obligations Financial
 Medical Military Deployment Dissatisfaction with UWRF Transferring

COMMENTS: _____

SIGNATURE: _____ **DATE:** _____

DROP OFF OR MAIL TO: **or FAX to: 715-425-3352**
Registrar's Office
105 North Hall
UW – River Falls
410 S Third St
River Falls WI 54022



Checklist for Withdrawing from UW-River Falls

Please use the following checklist if you plan to withdraw from the University of Wisconsin-River Falls for one semester or longer.

- Contact your academic advisor** prior to initiating the withdrawal process to discuss your options.
- Check refund deadlines** (www.uwrf.edu/accounts-receive) **and pay any remaining tuition, fees, and other charges on your student account.** You may be responsible for all or part of the tuition and fees if you cancel after the first week of classes for fall or spring semester. Summer deadlines vary by the length of the class. You will not be able to reregister at the University or request an official transcript if there are any past due charges on your account. Past due accounts may be referred to a collection agency and/or result in legal action.
- Contact the Office of Financial Assistance if you have financial aid.** You may be required to repay all or part of your financial aid, including scholarships, grants, and loans. If you are transferring to another institution, you may need to cancel your financial aid at UWRF in order to be awarded financial aid at your new school.
- Drop your class(es).** If you are leaving the University for any reason, follow instructions below. Students who do not officially withdraw but cease to attend classes are considered enrolled and will receive “F” grades.

If classes are in progress, submit the Withdrawal Form to the Registrar's Office.

If you are leaving the university between semesters, be sure to cancel your classes in eSIS for the upcoming term. You will also need to submit a Withdrawal Form to the Registrar's Office.

- Cancel your housing and dining contracts.** If you live on-campus, contact the Residential Services and Dining Services at 715-425-4444 to cancel your contract.
- Return any books, equipment, or materials on loan from the University.** Library books, textbooks, lab equipment, keys, parking permits, etc. must be returned promptly to avoid late fees and/or replacement costs.
- Update your mailing address and phone number in eSIS.** It is important that the University have current contact information on file should we need to contact you after your departure.

Do you plan to return to UWRF? If you want to re-enroll at the University, you should submit a Re-Entry form to the Registrar's Office at least sixty days before the start of the term. Additional information about re-entry procedures are available <http://www.uwrf.edu/registrar/2reentry.htm>

