



## Withdrawing from the Current Term

To withdraw (i.e., drop all your classes) from the current term, you need to fill out a withdrawal card and return to the Distance Learning Center.

Before filling out your withdrawal card, please call the offices listed below to be sure you don't/won't owe money. On the "signature line" for each office, write the name of the person you talked to and the date:

- **Cashier's Office** – (715) 394-8505 (Check on fees owed).
- **Federal Perkins Loan Officer** – (715) 394-8505 (Also in the Cashier's office, but you need to talk to a different person about Federal Perkins Loans).
- **Financial Aid Office** – (715) 394-8200 (If you received financial aid, contact this office to find out if you will have to pay it back).

We cannot process your withdrawal until you have contacted all three offices, documented your contacts on the card, and submitted it to the DLC.

If you are withdrawing in the first 10 days of the semester (i.e., during the 100% refund period), there is a \$50 withdrawal fee. Checks should be made out to UW-Superior. There is no withdrawal fee in summer.

If you withdraw from the semester, you may return and continue the following semester. If you are out of a school a semester or more, you will need to submit a one-page Reentry Application. It's on the Registrar's web site, under Forms.

If you have any questions, please contact your advisor or the Distance Learning Center.

Distance Learning Center  
P.O. Box 2000  
Superior, WI 54880

- Phone: (714) 394-8487
- Fax: (715) 394-8139
- [dlc@uwsuper.edu](mailto:dlc@uwsuper.edu)



(715) 394-8228 (office)  
(715) 394-8040 (fax)

www.uwsuper.edu/registrar

Old Main 139, P.O. Box 2000 • Superior, WI 54880

## Official Withdrawal Card

**Note:** There is a \$50 withdrawal fee during the 100% refund period, or first 10 days of classes, Fall & Spring Semesters. There is no fee during Summer College. If the withdrawal card is mailed to the student, its return postmark must be by \_\_\_\_\_ or the date of arrival in the Registrar's Office will be used.

Print Name: \_\_\_\_\_  
Last Name First Name M.I.

Last Day of Class Attendance (Month/Day/Year) \_\_\_\_\_

Student Signature \* \_\_\_\_\_

OBTAIN THE FOLLOWING SIGNATURES:

Financial Aid Office, Old Main, Room 110 \* \_\_\_\_\_

Cashier's Office, Old Main, Room 208 \* \_\_\_\_\_

Perkins Loan Officer, Old Main, Room 208 \* \_\_\_\_\_

Academic Advisor \* \_\_\_\_\_

Student ID: \_\_\_\_\_

Undergraduate  Graduate  
 Fall  J-Term  Spring  Summer College

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Updated 9/2010

Do you have any items to return, i.e., lab key, library books, etc.? Do you have any delinquent fees? Student will not be allowed to re-enter unless fees are paid.

### EXIT INTERVIEW

Reasons for withdrawal:

|                          |    |           |                          |     |                                 |                         |
|--------------------------|----|-----------|--------------------------|-----|---------------------------------|-------------------------|
| <input type="checkbox"/> | 1. | Financial | <input type="checkbox"/> | 6.  | Dissatisfied with UW-S          | Specifics:              |
| <input type="checkbox"/> | 2. | Academic  | <input type="checkbox"/> | 7.  | Transferring                    | School Transferring To: |
| <input type="checkbox"/> | 3. | Medical   | <input type="checkbox"/> | 8.  | Disinterest in Higher Education |                         |
| <input type="checkbox"/> | 4. | Emotional | <input type="checkbox"/> | 9.  | Employment                      |                         |
| <input type="checkbox"/> | 5. | Family    | <input type="checkbox"/> | 10. | Other                           | Specify:                |

Comments: \_\_\_\_\_

Interviewer Signature: \* \_\_\_\_\_ Date: \_\_\_\_\_

Return this card to the Distance Learning Center for Advisor's Signature. Instructor(s) will be notified of withdrawal by the Registrar.

\*OFFICE USE ONLY: OFFICIAL DATE OF WITHDRAWAL \_\_\_\_\_ BY \_\_\_\_\_