



## Student Withdrawal Non-CAS Obligations Checklist

### Student Accounts

Please be sure you understand all financial implications before proceeding with a complete withdrawal from the University. Students withdrawing from UNCW after the final drop/add date may still be required to pay all or a portion of their tuition and fees. The credit percentage on the Tuition Credit Schedule is based on your official withdrawal date. Withdrawing students will receive an email within 2 weeks informing them if a balance is owed (for pro-rated charges or Financial Aid that has been removed). Balances must be paid in full before students are allowed to re-register or receive a copy of their transcript/diploma.

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### Auxiliary Services

#### Meal Plan

You may receive a refund on the basis that you have withdrawn from the university. For more details, please review the meal plan website:  
<http://www.uncw.edu/studentmealplans/>

#### Bookstore

Students withdrawing for medical reasons may be issued a refund with proof of purchase from the UNCW Bookstore. The bookstore will issue a full refund with proof of purchase for items in original condition. For items in used conditions they will be issued a refund for the used price of the book. No refunds are possible on electronic materials including access codes and activated electronic textbooks. Proof of approval of medical withdrawal must be shown at time of refund.

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#### Financial Aid

The Office of Scholarships and Financial Aid will review your financial aid status based on the official withdrawal date. There may be an adjustment to your financial aid resulting in a balance due on your student account. Financial Aid recipients should continue to review your UNCW e-mail over the next few weeks for additional information and details regarding any required reduction in aid. For further information please go to: [http://www.uncw.edu/finaid/includes/Return\\_of\\_FinancialAid.html](http://www.uncw.edu/finaid/includes/Return_of_FinancialAid.html)

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#### Withdrawal Limits and Satisfactory Academic Progress (SAP)

The UNCW Board of Governors established a state-wide policy, whereby students are limited in the number of withdrawals allowed during the entirety of their undergraduate career. That limit has been set at sixteen (16) semester hours.

***Partial withdrawals are not allowed (i.e. a three credit hour course may not be broken into three, one hour segments).*** Any withdrawals beyond the initial 16 credit hours will be automatically recorded as "WF" regardless of your performance in the course at the time of withdrawal. "WF" grades will negatively affect GPAs and Satisfactory Academic Progress (SAP). For further information please go [here](#) and consult your academic advisor. You may view your current withdrawal count within SeaNet by selecting "Student Services & Financial Aid --> Student Records --> What is all the FUSS about?"

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### **Housing**

If you are currently living on campus, you will need to remove all of your belongings from your residence hall assignment, return your room and shared common spaces to their original condition, and schedule a time to check out with your Resident Assistant within 48 hours. Failure to check out with a Resident Assistant will result in a \$25 fine for improper check out.

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### **Student Health Center**

If you are withdrawing after the waiver deadline, you will be responsible for the student health insurance charge on your student account. Contact the Student Health Center at 910-962-3280 about the status of your health insurance and any refund you may be due.

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### **Parking**

To obtain a refund, parking permits **MUST** be returned to the Parking Administration Office. The annual registration fee (less \$10 Administration Fee) is refundable in accordance with the following schedule:

Before Oct. 1:	Full Refund (less \$10 Administrative Fee)
Between Oct. 1 - March 1:	50% of Fee (less \$10 Administrative Fee)
After March 1:	No Refund

## **Registrar**

**If you feel your withdrawal is due to extenuating circumstances** beyond your control, please contact your academic Associate Dean. You can find more information about these exceptions in the catalog or by visiting our website.

**Important, if you're withdrawing during the withdrawal failure period:** Full-time (*at least 12 hours*) students who earn a 0.0 GPA in any semester will be dismissed from the university and will not be permitted to enroll for two consecutive regular semesters.

**If you're withdrawing during the withdrawal passing period** and plan to return the next semester, you simply need to meet with your adviser and pre-register during your normal time.

If you're leaving (*in good academic standing*), planning to be away from the university for at least two consecutive fall or spring semesters, and returning to the university in the future, you will need to submit an online re-enrollment application and a non-refundable \$75 application fee. For questions about re-enrolling, contact Susan Thornhill, Re-enrollment Specialist at thornhills@uncw.edu

**Note:** If you are away from the university for two or more semesters, your UNCW email account will be deactivated and the contents will be deleted. Do not forget to move your email to a personal email account, if this applies to you.