



# Student Withdrawal Checklist

University College | Hoggard Hall, 172 | 910.962.3245 | uc@uncw.edu

## **Student Accounts:**

Please be sure you understand all financial implications before proceeding with a complete WE from the University. If you withdraw from UNCW after the final add/drop date, you may still be required to pay all or a portion of your tuition and fees. The credit percentage of the [Tuition Credit Schedule](#) is based on your official withdrawal date. You will receive an email within 2 weeks informing you if owe a balance (for pro-rated charges or Financial Aid that has been removed). You must pay your full balance prior to re-registering or receiving a copy of your transcript/diploma. For further information, here is the direct link: <https://uncw.edu/studentaccounts/>

## **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- You may receive a refund on the basis that you have withdrawn from the university.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

- If you withdraw for medical reasons, you may be issued a refund with proof of purchase from the UNCW Bookstore. For more information, check out the UNCW bookstore website: <https://uncw.edu/bookstore/>

## **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)

## **Satisfactory Academic Progress (SAP)**

The UNCW Board of Governors established a statewide 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. Any withdrawals beyond the initial 15 credit hours will be automatically recorded as a “WF” regardless of your performance in the course at the time of the Withdrawal. “WF” grades will negatively affect GPAs and Satisfactory Academic Progress (SAP). For further information, please make sure to speak to 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?**” For learning more about FUSS, go to the Registrar’s Office, by clicking on this link: <https://uncw.edu/reg/students-fuss.html>

## **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. Here is housing’s direct link: <https://uncw.edu/housing/index.html>



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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. For further information about the Abrons Student Health Center, you can visit their website by clicking on this link: <https://uncw.edu/healthservices/shc.html>

### **Parking**

- To obtain a refund, you **must** return your parking permit 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
- For First Year Spring Admit or Transfer Students, the parking permit is refundable in accordance with the following schedule:
  - Before March 1: 50% of fee (less \$10 Administrative Fee)
  - After March 1: No Refund
- For more detailed information about parking policies, click here: <https://uncw.edu/parking/>

### **Office of the Registrar**

- **If you feel your withdrawal is due to Extenuating Circumstances** beyond your control, please contact your Academic Advisor. Here is a direct link to this policy: <https://uncw.edu/uc/advising/withdrawing-ext.html>
- **If you are withdrawing during the withdrawal failure (WF) period:** Full time students who earn a 0.0 GPA in any semester will be dismissed from the University and will not be permitted to enroll for 2 consecutive regular semesters. Here is more information on the reinstatement process: <https://uncw.edu/admissions/academically-ineligible.html>
- **If you are 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 more information on the reenrollment process, click here: <https://uncw.edu/admissions/re-enrolling.html>

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

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