



## CANCELLATION/WITHDRAWAL

I would like to cancel/withdraw from the University of Wisconsin – Stevens Point for:

- Semester 1 \_\_\_\_\_ (year)
- Winterim \_\_\_\_\_ (year)
- Semester 2 \_\_\_\_\_ (year)
- Summer \_\_\_\_\_ (year)

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
*Street*

\_\_\_\_\_ *City* *State* *Zip*

\_\_\_\_\_ *Non-UWSP email* *Phone number*

\_\_\_\_\_ I intend to return to UWSP for the \_\_\_\_\_ semester.  
*Term/Year*

\_\_\_\_\_ I do not intend to return to UWSP.

A **CANCELLATION** occurs prior to the term; however, I understand that registration deposit refunds will only be granted if the Cancellation request is submitted to the Office of the Registrar prior to the published cancellation dates found at: <http://www.uwsp.edu/regrec/Pages/Withdrawals.aspx>

A **WITHDRAWAL** occurs once classes for the current term start. I understand that in withdrawing mid-term from the university:

1. I have reviewed the Cancellation/Withdrawal Checklist provided by the Office of the Registrar
2. I will be billed for any outstanding charges due the university.
3. I will receive grades for courses completed prior to my withdrawal.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Withdrawal from the University:

A student who voluntarily leaves the University at any time without completing the prescribed withdrawal procedures will be considered as still registered and will receive an F in each course in which enrolled. If you are withdrawing during the first eight days of the semester, only the date of withdrawal will appear on the transcript. After the eighth day and through the tenth week, you will receive a "W" for each course. Dates and actions are prorated for courses meeting less than the full term.

\*The effective date of any withdrawal is the date the official notification was received by the Office of the Registrar.

**Please return this form to:** Office of the Registrar, 101 Student Services Center  
Email: [registrar@uwsp.edu](mailto:registrar@uwsp.edu) Fax: 715-346-2558