Withdrawal from All Subjects (WAS) Student Checklist

_____ Cancel your on campus Housing Contract online. . http://www.rps.indiana.edu/index.cfm
- Click on “Online Services” at the RPS home page and then “Contract Appeals, Cancellations and Exemptions.”
- This should be done online 2 to 3 days before moving out. You’ll complete the cancellation process by consulting with your center desk staff about move-out procedures and returning your room key.
- Financial penalties do apply and the costs will be calculated and provided by the online application referenced above.
- Please note that cancelling enrollment does not cancel RPS contracts. Contact RPS Housing with questions - housing@indiana.edu or (812)-855-5601 or 1-800-817-6371.

_____ If you receive financial aid or have questions about fee/tuition appeals, Contact Student Central on Union (408 N Union Street) to discuss impact of withdrawal. (812)-855-6500; http://studentcentral.indiana.edu/

_____ If you receive scholarships or other non-federal aid, contact awarding establishment to discuss impact on current or future funding.
- 21st Century Scholars may contact that office (Eigenmann 607 South) for more information about the impact of withdrawal on their scholarship at 812-855-1910.
- Veterans may contact the Office of Veterans Support Services at 812-856-1985 for more information about the impact of a withdrawal on benefits, etc.

_____ Confirm and/or update your contact info via OneStart so the university can contact you about any outstanding issues. You should also provide an alternative email address, if possible

Consider the following AFTER the Auto-W Deadline (mid-semester):
After the automatic W deadline students must be passing a course in order to receive a W as their final grade. The instructor has final grading authority.
- Contact your instructors to let them know that you are withdrawing from all classes and request that they allow the “W” to stand as your final grade. Please include the following: class/section numbers, reason and date of withdrawal, documentation for any compelling circumstances (or intent to provide this) and a request that the W stand. You may also reference your visit to our office when corresponding with instructors.
- Gather documentation (if withdrawing for compelling medical or personal reasons). This may be required by our office, instructors or the Office of the Bursar.
- Send documentation directly to professors or to the Student Advocates Office for dispersal to all professors (deadline for submitting documentation to our office is the Monday of Free Week at 4pm)

You’ll find helpful links to complete the above steps at our website: http://advocates.indiana.edu
Withdrawal from All Subjects – Important Information

When you withdraw from all classes through our office, you will complete a withdrawal form and speak to an advocate. The withdrawal form will be delivered to the Registrar for processing. The withdrawal is effective for the current semester only, however once the withdrawal is completed, you may not re-register for classes in the same semester. Students in University Division must go to Maxwell Hall 101 to withdraw from all classes. International Students must visit the Office of International Services (Poplars, 400 E. 7th Street)

It is your responsibility to contact all pertinent offices listed and to consult the current Enrollment and Student Academic Information Bulletin for complete withdrawal information. 
http://enrollmentbulletin.indiana.edu/

Grades: Refer to the Enrollment and Student Academic Information Bulletin to determine the grades or withdrawal notations that will appear on your transcript. The specific deadline for automatically receiving a W is also listed there. After this deadline, your instructors will be asked by the Registrar to assign either a W or F.

Residence Halls: Students who reside on campus when they withdraw from the University must cancel their housing and dining contracts. Questions should be directed to RPS Assignments (812-855-5601; housing@indiana.edu) or to your center desk. Contract terms and penalties are explained in the contract booklet. You will be assessed a contract breakage fee which can be appealed online.

Financial Aid: Financial aid recipients may be subject to possible repayments and should consult the source of their aid for complete information. See the following for additional information from Student Central about withdrawing: http://studentcentral.indiana.edu/financial-aid/manage/dropping-withdrawing.shtml Students, who have received long-term student loans, such as Federal Perkins, Health Professional, International, or other Institutional Loans may need to complete an exit interview. Please contact Student Central on Union for details. http://studentcentral.indiana.edu/

Fee Refunds: Check the Enrollment and Student Academic Information Bulletin to learn the scheduled refund period. Students withdrawing during the refund period can expect a refund in approximately six weeks. The amount of the refund may be reduced by financial obligations at IU or to other source(s) of financial aid. Students withdrawing for emergency or medical reasons may appeal to the Campus Wide Appeal Committee for a full tuition refund. Questions should be directed to Student Central on Union.

Negative Service Indicators: Students should access their account through OneStart to verify and/or remedy any Negative Service Indicators. Negative Service Indicators may restrict certification, transcript requests or class registration.

Computer Accounts: Contact University Information Technology Services (UITS) (812)-855-6789 for details on your IU computer accounts.

Registration for Future Sessions: If you are not pre-registered for the next term, contact the recorder in your school to determine what action will be necessary to register for future sessions.

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