

CATEGORY: STUDENT AFFAIRS
SECTION: Tuition and Fees
SUBJECT: Termination of Registration
EFFECTIVE DATE: March 9, 2000 Revised
PAGE(S): 7

I. PURPOSE

To define the steps for terminating a registration by the resignation process through the Student Appeals Office, after the end of the Add/Drop period for the term or session.

II. SCOPE

This procedure includes:

- Responsibility for initiation of the resignation.
- Determination of financial adjustments for tuition, housing, and food service.

III. ADMINISTRATIVE RESPONSIBILITIES

Student Appeals, or Student Accounts for Regional Campus students, processes all official resignations. Student Accounting and Billing coordinates any required financial adjustments to the student's account, including Housing and Financial Aid reductions.

IV. DEFINITIONS

Termination of Registration

Notification of the student's intent to drop or resign from all courses registered for in the term or session. See Policy 09-04-10, Registration and Add/Drop.

Resignation

Notification to Student Appeals, or Student Accounts at a Regional Campus of a student's intent to resign after the end of Add/Drop period for the term and before sixty percent of the term has elapsed.

Official Date of Resignation

The effective date of resignation, determined by one of the following actions, whichever is earliest:

- The date the student notifies Student Appeals or Student Accounts in person, by telephone, or by voice mail, of his/her intent to resign under this procedure;
- The date of the postmark of the letter of intent to resign; or
- The date of receipt by Student Appeals or Student Accounts if no postmark exists.

Term/Session Withdrawal

Withdrawal from all classes for which the student is registered in the term or session, after the deadline for processing an official resignation for the term or session, processed through

the Dean's Office. There is no financial adjustment associated with this procedure. See Policy 09-01-07, Course Withdrawal.

Unofficial Resignation

The student does not attend the classes for which he/she is registered, and fails to notify Student Accounts of his/her intent to resign, or the Dean of his/her intent to withdraw within the time periods specified. The student is liable for all tuition and fees assessed for the term or session.

V. PROCEDURE

A. Official Resignation Process

Student

1. Initiate the official resignation process in accordance with the following:

a. Notification to Student Appeals, or Student Accounts for Regional students, by one of the following methods:

- In person
- Telephone
- Mail
- Tape or voice mail

b. The notification must be in accordance with the

time period for official
resignation as defined in
Policy 09-05-08,
Termination of
Registration.

NOTE: Notification to any
other office of the University
during this time period is not
considered an official
resignation. After the
expiration of these dates
students must process a Course
Withdrawal through the Dean's
Office of their academic
center.

c. The following offices
must also be notified,
when applicable:

- University
Collections
- University Housing
- Veteran's Affairs
- ROTC
- Student Health
Services
- Dean
- Outside agencies
that granted loans
- External Studies
(UESP)

- University Libraries
- University Food
Service

Student Appeals/

Accounts

2. Before the end of the Add/Drop period for the term or session, refer requests for resignation to the Registrar's Office for termination of registration.
3. For resignations that are initiated after the end of the Add/Drop period for the term or session but before 60 percent of the term or session has elapsed, use the ISIS Resignation Screen to determine the percentage adjustment and inform the student. If the student is present, have the student sign and date the screen print.
4. Retain the original screen print and provide a photocopy to the student.
5. Refer students with housing and/or food service charges to the appropriate office for

completion of nonacademic adjustments (where appropriate) used in the Title IV refund process. (See Exhibit A - Calculation of Title IV Refunds.)

University Housing

and/or Food

Service Offices

6. Process adjustments to housing and/or food service charges when required. See Policy 09-05-08, Termination of Registration.

Student Accounts

7. Prepare Title IV worksheet to determine the amount of aid to which the student is entitled, based on adjusted tuition and housing charges and the formula provided by the Federal Regulations.
8. Make the adjustments to the Title IV financial aid applied to the student's account via the AR Screen.
9. Forward a copy of the Title IV worksheet to the Office of Admissions and Financial Aid.

Office of
Financial Aid

10. Review the Title IV worksheets and adjust the financial aid awards in accordance with individual financial aid guidelines.

VI. REFERENCES

[Policy AC 67, Termination of Registration](#) (formerly 09-05-08)

[Policy AC 14, Course Withdrawal](#) (formerly 09-01-07)

[Policy AC 54, Registration and Add/Drop](#) (formerly 09-04-10)

VII. EXHIBITS

[Exhibit A - Calculation of Title IV Refunds](#)