UNDERGRADUATE STUDENT WITHDRAWING CHECKLIST

We are sorry that you are considering leaving the University. Below is a list of the withdrawal procedures for your convenience and to help ensure a smooth transition.

Before Withdrawing:

☐ Talk with a ‘Cane Success Center advisor or your academic advisor about your concerns. If necessary, make an appointment or walk in to access one or more of the departments available as a resource for you.

- Academic Resource Center
  305-284-2800
  umarc.miami.edu
- Counseling Center
  305-284-5511
  studentaffairs.miami.edu
- Office of Student Financial Assistance Services and Employment
  305-284-6000
  finaid.miami.edu
- Dean of Student’s Office
  305-284-5353
doso.miami.edu
- Student Health Services Center
  305-284-9700
  studenthealth.studentaffairs.miami.edu
- International Student and Scholar Services
  305-284-2928
  isss.miami.edu

☐ Students with financial aid should check with the Office of Student Financial Assistance and Employment to find out how withdrawing will impact their financial aid. Call 305-284-6000 or visit their office on the second floor of the University Center, Suite 2275.

☐ Review the University refund policy to determine the possible financial impact of withdrawing from the University. Visitosas.miami.edu.

To Withdraw:

☐ You are required to meet with a ‘Cane Success Center advisor. To make an appointment, call 305-284-4500 or email success@miami.edu. Walk-in appointments are available Monday-Friday from 9 a.m. - 2 p.m. The ‘Cane Success Center is on the second floor of the University Center, Suite 2275.

Note: If you are no longer on campus, you can initiate the withdrawal process by calling the ‘Cane Success Center at 305-284-1807 or emailing success@miami.edu. Your withdrawal will not be finalized until an exit interview is completed.

RETURNING TO UM

Should you decide to return to the University of Miami to complete your undergraduates studies, you can contact the ‘Cane Success Center to begin the process. We will happily facilitate your return to UM. If you have continued to meet the requirements of your merit scholarship and you return within one calendar year, your scholarship will be waiting for you here.

WITHDRAWAL APPEAL PROCESS

The withdrawal process is final. If you have extraordinary circumstances that prevented you from notifying the University of your withdrawal in a timely manner, you can submit a Withdrawal Date Appeal Form to an Appeals Committee for consideration. The Withdrawal Date Appeal Form (available atmiami.edu/withdrawalappeal) must be submitted along with all supporting documentation within 30 days of the official withdrawal date established with the ‘Cane Success Center.

Mail appeals to:
University of Miami Registrar’s Office - Withdrawal Appeal Committee
P.O. Box 248026
Coral Gables, FL 33124-6314
Visit or contact the Office of Student Account Services. They will update any financial aid and grant information with the federal and state government and finalize your refund or balance due. Call 305-284-6430, option 5 or visit their offices in the Ashe Building, Room 158.

Cancel your housing contract and begin the check-out process. If you live on campus, or have signed a contract to have on-campus housing in a future semester, you will need to visit the Housing and Residential Life Office (Eaton College, Suite 153) to cancel your housing agreement and address any questions you may have about the check-out process or call 305-284-4505 to speak with a housing assignment representative. Visit miami.edu/housing for additional information on cancellation and check-out procedures.

International students on F-1 or J-1 status must notify International Student and Scholar Services. Call 305-284-2928 or email isss@miami.edu.

Student health insurance. Students who have been enrolled for at least the first 31 days after the date for which coverage is purchased may elect to keep their health insurance policy (unless an official medical withdrawal had been approved by the Student Health Service). Contact Linda Walker from Student Health Services at studenthealth@miami.edu to review your options.

Return your UM parking permit. A refund may be issued on a prorated daily basis. In order to receive a possible refund, you must submit a request to have your permit canceled to the Parking and Transportation Department located at the McKnight Building, Suite 100, 5807 Ponce de Leon Blvd. For more information, call 305-284-3096, option 2.

Update your permanent address in CaneLink. For any refunds, transcript requests, or other documents, it is important that you contact information is correct, including your permanent address, email address, and contact numbers.

If you need an official transcript, and your financial account is in good standing, you can order an official transcript in the Student Service section of your CaneLink account. If you have a balance due, an official transcript will not be available until the balance is cleared.