

# Registration Cancellation Form

IOWA STATE UNIVERSITY

## Notify the Office of the Registrar in one of the following ways:

- in person:** 0460 Beardshear Hall
- phone:** Tuition and Fees at 515-294-1889
- fax** this form to: 515-294-2034, Attn: Cancellations
- mail** this form to:  
Office of the Registrar  
Attn: Cancellations  
10A Enrollment Services Center  
Ames, IA 50011-2011

**or AccessPlus:** drop ALL your courses before the first day of the term.



You must notify the Office of the Registrar and if applicable, the Office of Financial Aid and the Department of Residence of your intent to cancel\* your registration.

**Before the term begins:** see instructions at left. Your full tuition will be refunded.

**After the term begins:** contact your adviser or major professor to process a withdrawal form. Your tuition will be reassessed based on the tuition adjustment schedule.\*

## How to use this form:

1. Complete all the information below.
2. Return this form by fax or mail (see the fax number or address above).
3. Allow 1-2 working days and then check AccessPlus to confirm your classes have been cancelled.
4. If you have questions about your cancellation, call 515-294-1889; or e-mail registrar@iastate.edu.

Name (please print): \_\_\_\_\_  
(Last) (First) (Middle/Maiden)

Student ID Number: \_\_\_\_\_ **Term to cancel** \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail \_\_\_\_\_

Student Signature (**required**) \_\_\_\_\_ Date \_\_\_\_\_

Office Use only	Reg Last _____	New _____	Reentry _____	P OFF _____	F.O. _____
	# Cr _____	Dev Math _____	Curriculum/Year _____		

## \*Cancel or Withdraw?

*Cancelling* your registration means you are dropping ALL your courses **before** the first day of the term. Other deadlines apply for some courses such as second half term courses. Call 515-294-1889 for more information.

*Withdrawing* from the university means that you are dropping ALL your classes **on or after** the first day of the term. You must notify your adviser and your college when you decide to withdraw from the university. Contact your adviser to complete a "Request for Withdrawal" form. Your tuition adjustment is subject to the tuition adjustment schedule and is based on the date you begin the withdrawal process. See [www.iastate.edu/~registrar/registration/](http://www.iastate.edu/~registrar/registration/) for more information.

Other deadlines may apply for courses with special start dates. Call 515-294-1889 for details.

Remember, whether you cancel or withdraw, you **MUST** contact the Office of Student Financial Aid (515-294-2223) to terminate your financial aid; and/or the Department of Residence (515-294-2900) to terminate your residence contract.

## Adds, Drops, and Schedule Changes

- Adding a course means you are adding a course that wasn't on your schedule when you registered.
- Dropping one or more course(s) means you are eliminating some (but not all) from your schedule.
- Schedule change means that you are changing your schedule by altering the class time, the class section, or replacing a course on your schedule with another course.

Other deadlines apply for adds, drops, and schedule changes. Call the Scheduling Office at 515-294-2331 or see [www.iastate.edu/~registrar/registration/](http://www.iastate.edu/~registrar/registration/) for more information.