Undergraduate Withdrawing Student 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
    - miami.edu/counseling-center
  - Office of Financial Assistance Services
    - 305-284-5212
    - miami.edu/ofas

☐ Students with financial aid should check with the Office of Financial Assistance Services to find out how withdrawing will impact their financial aid. Call 305-284-5212 or visit their office located in "The Nest", 2nd Floor of the University Center, Suite 2275.

☐ Review the University Refund Policy to determine the possible financial impact of withdrawing from the University. miami.edu/finance/index.php/student_account_services/refund_schedule_and_policy

To Withdraw:

☐ You are required to meet with a 'Cane Success Center advisor. Appointments available by calling 305-284-4500 or by email at success@miami.edu. Walk-in appointments are available Monday-Friday from 9:00 a.m. - 2:00 p.m. The 'Cane Success Center is located in "The Nest", 2nd Floor of the University Center, Suite 2275.

☐ Please Note: If you are no longer on campus at the University of Miami, you can initiate the withdrawal process by calling or emailing the 'Cane Success Center at 305-284-1807 or success@miami.edu. Your withdrawal will not be finalized until an Exit Interview is completed.

After Withdrawing:

☐ 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 or visit their offices located 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 go to 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. You may also call their office at 305-284-4505 to speak with a housing assignment representative. Additional information on the cancellation and check-out procedures is available on their website at miami.edu/housing.

☐ F1 and J1 International students need to notify the Department of International Student and Scholar Services. 305-284-2928 or isss@miami.edu

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

☐ Return your UM Parking Permit. If you purchased a UM parking permit, it can be returned and a refund may be issued on a prorated daily basis. In order to receive a possible refund, you must return your permit to the Parking and Transportation Services 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 on your CaneLink account. For any refunds, transcript requests, etc, it is important that your 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 Services section of your CaneLink account. If you have a balance due, an official transcript will not be available until the balance is cleared.