Withdrawing within the FIRST TWO WEEKS of classes

**STEP 1: MEET WITH YOUR ACADEMIC ADVISOR**

The student should meet with their academic advisor, review their reasons for withdrawing, and discuss the impact of withdrawal on their academic record.

**STEP 2: MEET/SPEAK WITH A ’CANE SUCCESS CENTER ADVISOR**

In order to withdraw from the University, students are required to meet with, or speak to a ’Cane Success Center advisor. 305-284-4500, success@miami.edu

Students may not drop all classes by using the CaneLink registration system.

Notifying any other University department, other than the ’Cane Success Center, does not constitute notification of withdrawal. Without meeting or speaking with a ’Cane Success Center advisor you may continue to be responsible for courses in the system and other fees until the official withdrawal process has been completed.

**2A: INTERNATIONAL STUDENTS**

ALL F-1 or J-1 Visa students are required to meet with an International Student and Scholar Services (ISSS) Advisor to finalize their plans regarding withdrawal.

Once ISSS has terminated an international student’s SEVIS record, the student has 15 days from the termination date to depart the U.S. 305-284-2928, isss@miami.edu, walk-in advising available Monday–Friday from 11:00 a.m.–5:00 p.m.

**2B: STUDENT EMPLOYEES**

Federal Work Study (FWS) students must be enrolled in at least 12 credits and Student Assistants must be enrolled in at least 6 credits to be eligible to work.

If the student is no longer enrolled, they need to notify the Office of Student Financial Assistance and Employment of the change in status. 305-284-6000, ofas@miami.edu, walk-in advising, Mondays, Tuesdays, Thursdays, and Fridays from 8:30 a.m.–5:00 p.m., and Wednesdays from 10:00 a.m.–5:00 p.m.

A preferred updated address in Workday is required to ensure that any final paychecks and W-2s will be mailed to the correct address.

**STEP 3: REMOVING COURSES FROM CANE LINK**

The ’Cane Success Center forwards official withdrawal requests to the Office of the Registrar who will update the student’s CaneLink account, dropping courses as necessary and marking the student officially “discontinued” in the system.

Any holds on a student’s CaneLink account may prevent a complete withdrawal until the holds are satisfied.

**STEP 4: HOUSING**

The student must notify the Housing and Residential Life Department, located in Eaton Room 153, that they have withdrawn.

Students typically have about 48 hours after withdrawal to vacate the dorms. Special circumstances can be discussed with the Department of Housing and Residential Life.

The student will be responsible for a $500 early cancellation fee and prorated daily charges. For details contact: H&R Life at 305-284-4505, or housing@miami.edu
**STEP 5: OTHER SERVICES**

- **Dining:**
  - Request for cancellation of the meal plan must be submitted in writing to the department of Auxiliary Services and may result in a penalty.
  - Refunds are prorated, based on usage.
  - All releases happen on Mondays. diningservices@miami.edu

- **Parking:**
  - Parking permits may be returned, and a refund may be issued on a prorated daily basis.
  - No refunds will be issued unless the permit is physically returned to the Parking and Transportation Services department, McKnight Building, Suite 100. 5807 Ponce De Leon Blvd. 305-284-3096.

- **CaneCard:**
  - When the withdrawal process is completed and the student is “discontinued” in CaneLink, all CaneCard access will automatically be deactivated.

- **Student Health Insurance:**
  - If the student enrolled in the University Health Insurance program, Student Health will need notification of withdrawal. Refunds are possible based on the student’s situation. 305-284-9100, studenthealth@miami.edu

- **Library Books:**
  - Return all library books.

- **CaneLink:**
  - Once a student registers at any point with the University of Miami, they will always have access to portions of their CaneLink account, even after they are withdrawn, including ordering transcripts.
  - All UM students keep their UM email address for life.

- **Transcript Requests:**
  - Students can request official transcripts on their CaneLink account.
  - Holds and past due balances will affect a student’s ability to access their official transcripts until the account is in good standing.

**STEP 6: TUITION REFUND INFORMATION**

Refunds or balances due are managed by the Office of Student Account Services. 305-284-6430, osas@miami.edu

The student should refer to the Office of Student Account Refund Schedule for details, miami.edu/finance/index.php/student_account_services/tuition_and_fees/refund_schedule_and_policy/

The Effective Withdrawal Date on record (the date when the withdrawal process was completed with the ’Cane Success Center) determines any refund amount or balance due on the student’s account.

**STEP 7: READMISSION TO THE UNIVERSITY**

A completed Readmission Application (miami.edu/readmission) should be submitted to the Office of the Registrar along with a $100 readmission fee.

Once the Office of the Registrar receives the Readmission Application, they will forward the application to the student’s School or College for review and authorization.

After the School or College completes the review and authorization process, they will forward the Readmission Application back to the Office of the Registrar, which will then email the student information about their readmission status.

The student should refer to the Academic Calendar for official dates and deadlines for readmission: miami.edu/index.php/registrar/calendar/.