



Office of Records and Registration
 Eastern Michigan University
 304 Pierce Hall • Ypsilanti, MI 48197
 Phone: (734) 487-4111 • Fax: (734) 487-6808
 registrar@emich.edu

Cancellation of Registration/ Withdrawal from All Classes

The required information is necessary for the continuous legitimate business and educational operation of Eastern Michigan University. It is, and will be, maintained in compliance with applicable US law, educational accrediting body requirements, and institutional policies and procedures. Questions or concerns may be directed to the Office of Records and Registration at registrar@emich.edu.

Name:	EID:
Current Address:	
City/State/Zip:	
Current Phone Number:	
Semester and year of request: Fall _____ Winter _____ Summer _____	
Reason for cancellation/withdrawal (please check the most important reason): <input type="checkbox"/> Major or degree not offered at EMU <input type="checkbox"/> No longer wish to complete a degree <input type="checkbox"/> Insufficient funds <input type="checkbox"/> Dissatisfied with instruction <input type="checkbox"/> Employment <input type="checkbox"/> Family responsibility <input type="checkbox"/> Illness or accident <input type="checkbox"/> Dissatisfied with services <input type="checkbox"/> Planned transfer to other college or university <input type="checkbox"/> Other – Please specify _____	

It is the responsibility of the student to contact the appropriate offices below to ensure proper withdrawal:

- If you have Financial Aid, please contact the Financial Aid Office (734.487.0455)
- If you live in a University Residence Hall or University Apartment, contact Housing, Dining Commons I (734.487.1300)
- If you receive Veterans Benefits, contact Veteran Services (734.487.3119)

Please note: Although you are processing a total withdrawal from courses for the semester indicated above, you are still responsible for payment of the non-refundable registration fee. Tuition and fee credit/refunds, if appropriate, are determined according to dates published in the Student Guide section of the schedule book.

Student Signature: _____ Date: _____

Please submit completed requests via mail, email or fax:

Office of Records and Registration
 303 Pierce Hall
 Ypsilanti, Michigan 48197
 Email: registrar@emich.edu
 Fax: 734.487.6808

In-Person requests may be dropped off at either Service EMU locations:

268 Student Center
 240 McKenny Hall