

**EASTERN**  
**MICHIGAN UNIVERSITY**  
OFFICE of RECORDS AND REGISTRATION

Cancellation of Registration/Withdrawal from All Classes

(Circle) SU FA WI \_\_\_\_\_ Student Number: E \_\_\_\_\_ SSN (last 4) \_\_\_\_\_  
Semester Year (optional)

\_\_\_\_\_  
Last Name First Name Middle Initial

\_\_\_\_\_  
Street Address

**REASON FOR CANCELLATION/WITHDRAWAL:**  
**(please check the one most important reason)**

\_\_\_\_\_  
City State Zip

(\_\_\_\_\_) \_\_\_\_\_  
Phone Number

- Major or degree not offered at EMU [NO]
- No longer wish to complete a degree [ND]
- Insufficient funds [IF]
- Dissatisfied with instruction [DI]
- Employment [EM]
- Family responsibility [FM]
- Illness or accident [HL]
- Dissatisfied with services [DS]
- Planned transfer to other college or University [TR]
- Other – Please specify below: [OT]

**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.

**Mail (certified mail recommended) or fax to:** Office of Records and Registration, 304 Pierce Hall, Eastern Michigan University, Ypsilanti, MI 48197, fax: 734/487-6808

**In-Person requests may be dropped off at either of the Service EMU locations:  
Mckenny Hall or The Student Center.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date