

# Cancellation Request

## Process and Steps for Completing the Cancellation Request Form

Students who enroll and then decide not to attend the University of Oklahoma Health Sciences Center must cancel their enrollment before the first day of the semester to avoid being assessed tuition and fees.

**Steps:** 1) obtain a signature from the college dean or designee; 2) obtain a signature from the Bursar, and, if applicable, from the Office of Financial Aid; and 3) submit the completed form with all signatures and dates, as noted at the bottom, to Admissions and Records, LIB 121. It is the student's responsibility to complete this form accurately and completely.

### Policy

**Tuition Refund:** Cancelling enrollment removes all tuition charges and all record of enrollment. No grades are recorded. Refer to the Academic Calendar for the specific dates affecting cancellation.

Student Name (please print)			Student ID Number
Last Name	First Name	Middle	
Student Address			Telephone Number
Street	City, State	Zip Code	(    )
College and Major	Term and Year	Cancellation Request	
		<input type="checkbox"/> Deferment Term _____ Year _____ <input type="checkbox"/> Cancel Acceptance Offer <input type="checkbox"/> University Withdrawal	
Reason for Cancellation/Comments:			
Student			
Administrative			

## Authorizations and Signatures

<b>Please read each item carefully and initial that you understand the terms and conditions:</b>	Initials
I understand that even though I am cancelling my enrollment from the University of Oklahoma Health Sciences Center I am responsible for all outstanding financial obligations to the University.	_____
I understand that it is in my best interest to contact my Financial Aid advisor to discuss the financial implications of my cancellation.	_____

Student Signature	Date
College Dean or College Designee Signature	Date
Graduate College Dean	Date
Bursar or Financial Aid Signature	Date

## Administrative Use Only

Processed By	Date	Deferment	Comments
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