
December Grad Contacts Training

Graduate Student Academic Services
(GSAS)



Graduate Student Academic Services

- Registration issues, not tuition refunds
- Tuition and fees are based on registration (Domino effect)
- Registration should reflect academic career



Withdrawing vs. Cancelling Registration

- Drop
 - Dropping one or more courses but not all for a single term
- Cancellation
 - Student has dropped all of their courses **prior to the start of the term.** Generally receives 100% Refund
- Withdrawal from the semester
 - Student drops all of their courses anytime from the first day of classes through Reading Day of the same semester
 - Refunds are pro-rata and follow a schedule posted on the Office of the Registrar's website:
<http://www.registrar.illinois.edu/financial/refunds.html>



Common Question-Student Status

Q: Does this mean I am no longer in my degree program?

A: No, withdrawing or cancelling only pertains to your registration for the specified term. Domestic students may go ***three terms*** without registering before they will need to apply for re-entry. International students on student visas must be registered every term of enrollment (except summer) or they must apply for re-entry.

NOTE: Graduate College currently has no formal program withdrawal or leave policy



Common Question-Tuition Refunds

Q: I only registered for this one class but never attended, I can get all my money back even though I did not cancel my registration prior to the deadline, right?

A: No, even though you did not physically attend the course, your registration may have prevented another student from registering for the course. You will receive a refund based on the date which you formally withdrew from the course.

Refunds are based on a student's registration and use of campus services for the specified term.



Withdrawal/Cancellation Form

University of Illinois at Urbana-Champaign **WITHDRAWAL / CANCELLATION** Office of the Registrar

FALL SPRING SUMMER YEAR 2011 TODAY'S DATE 1/15/11

PRINT LAST NAME Jones FIRST NAME Bob MI IL UIN U02111010 COLLEGE Graduate
DEPARTMENT LIS

PERMANENT HOME ADDRESS: 1212 Mary Lane
Christiansburg, IL

ACTION REQUESTED Cancellation Withdrawal in Person Withdrawal in Absentia Effective date 1/15/11

STUDENT MUST OBTAIN SIGNATURES FROM THESE OFFICES IN THE FOLLOWING ORDER:

UNDERGRADUATE STUDENTS

1) COLLEGE OFFICE NOTIFY ISSS _____
SIGNATURE _____ PRINTED NAME _____ DATE _____

2) OFFICE OF INTERNATIONAL STUDENT & SCHOLAR SERVICES (INTERNATIONAL STUDENTS ONLY)
SIGNATURE _____ PRINTED NAME _____ DATE _____

3) OFFICE OF THE DEAN OF STUDENTS
SIGNATURE _____ PRINTED NAME _____ DATE _____

GRADUATE STUDENTS

1) DEPARTMENT OFFICE
SIGNATURE _____ PRINTED NAME _____ DATE _____

2) OFFICE OF INTERNATIONAL STUDENT & SCHOLAR SERVICES (INTERNATIONAL STUDENTS ONLY)
SIGNATURE _____ PRINTED NAME _____ DATE _____

3) GRADUATE COLLEGE OFFICE
SIGNATURE _____ PRINTED NAME _____ DATE _____

Reason for leaving: NO longer able to take class

Conditions for re-entry: _____

I understand that my withdrawal/cancellation is not complete until I deposit this form in the Records Service Center. I further understand that if any charges such as library or laboratory fees are pending against my account, a transcript or diploma will not be issued until the charges are paid. I am aware of the regulations relating to refunds as appears in the Student Code. Disciplinary action will be taken against any person providing unauthorized signatures on this form.

Student's Signature: Bob Jones 1/15/11

SUBMIT COMPLETED FORM TO: Office of Admissions and Records, Records Service Center, 901 West Illinois Street, Urbana

FOR ADMISSIONS AND RECORDS OFFICE USE ONLY

Processed by/ date _____ Comments _____



Withdrawal/Cancellation Form

University of Illinois
at Urbana-Champaign

WITHDRAWAL / CANCELLATION

Office of the Registrar

FALL SPRING SUMMER

2011
YEAR

1/15/11
TODAY'S DATE

Jones
PRINT LAST NAME

Bob
FIRST NAME

MI

U52111010
UIN

Graduate
COLLEGE
LIS
DEPARTMENT

PERMANENT HOME ADDRESS:

1212 Mary Lane
Christmastown, FL

ACTION REQUESTED

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 Withdrawal in Person
 Withdrawal in Absentia

Effective date

1/15/11

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Rvsd 1/18/08



Resources for Withdrawing or Cancelling Registration

Resources regarding Cancelling or Withdrawing
Registration:

[http://www.registrar.illinois.edu/registration/
procedures.html#cancel](http://www.registrar.illinois.edu/registration/procedures.html#cancel)

Withdrawal/Cancellation Form:

[http://registrar.illinois.edu/staff/pdf/records/Wi
thdrawal.pdf](http://registrar.illinois.edu/staff/pdf/records/Withdrawal.pdf)



Late Dropping Courses

- Dropping from First day of instruction-10th day of instruction
 - If some courses (but not all) are dropped prior to the 10th day of instruction, and the total number of hours registered are reduced to a different tuition range, the student will receive a refund between ranges
- Refund for Reduction in Range
 - Student reduces total registration hours to a lower number of hours prior to 5pm on 10th day of Instruction. Student receives refund of the difference between the two tuition ranges



What are Tuition Ranges?

2010-2011 Grad Base Tuition Rate

- [Summer 2010 Term](#)
- [2010 – 2011 Academic Year](#)

Summer 2010 Term

2010 Summer Term Rate by Credit Range for new and continuing students

	Range I (9 or more hours)	Range II (6-8 hours)	Range III (3-5 hours)	Range IV* (0-2 hours)
Resident	\$3,495	\$2,330	\$1,165	\$583
Non-resident	\$8,469	\$5,646	\$2,823	\$1,412

* Non-residents registered for zero credits are assessed at the resident rate

2010 – 2011 Academic Year

2010 – 2011 Year Rate

	Residents	Non-residents
New and continuing students	\$10,204	\$23,470

2010 – 2011 Semester Rate by Credit Range for new and continuing students

	Range I (12 or more hours)	Range II (6-11 hours)	Range III (1-5 hours)	Range IV (0 hours)
Resident	\$5,102	\$3,402	\$1,701	\$851
Non-resident	\$11,735	\$7,824	\$3,912	\$851

http://www.registrar.illinois.edu/financial/grad_base.html

Financial Matters

- » [Tuition & Fee Rates](#)
- » [Tuition & Fee Details](#)
- » [Refund Schedule](#)
- » [Withdraw Schedule](#)
- » [Billing & Payment Dates](#)
- » [Waivers & Exemptions](#)
- » [Financial Aid](#)
- » [FAQ](#)
- » [Contact Information](#)



Summary

- Withdrawing vs. Cancellation of Registration
 - Cancellation is prior to the start of the term
 - Withdrawing happens at a point beginning the first day of classes to Reading Day of the same term
- Withdrawing from the program
- Withdrawal/Cancellation form
 - Make sure dates are accurate!
- Dropping from the first day of instruction through 10th day of instruction
 - After 10th day of instruction, no refund available for reduction in tuition range

