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
Withdrawning 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](http://www.registrar.illinois.edu/financial/refunds.html)
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

Name: Jones Bob

Permanent Home Address: 1312 Mary Lane

Action Requested:

☑ Cancellation
☐ Withdrawal in Person
☐ Withdrawal in Absentia

Year: 2011

Date: 1/16/11

College: LAS

Department:

Student Must Obtain Signatures From These Offices in the Following Order:

1) College Office: Notify SEE

2) Office of International Student & Scholar Services

3) Office of the Dean of Students

4) Graduate College Office

Reason for Leaving: No longer able to take class

Conditions for 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 tuition 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 1/16/11

Submit Completed Form to: Office of Admissions and Records, Records Service Center, 901 West Illinois Street, Urbana

Processed by/date: Comments:
Withdrawal/Cancellation Form

University of Illinois at Urbana-Champaign

WITHDRAWAL / CANCELLATION

☐ FALL  ☑ SPRING  ☐ SUMMER  2011 YEAR

Jones  Bob  U32111010  Graduate
PRINT LAST NAME  FIRST NAME  UIN  COLLEGE

PERMANENT HOME ADDRESS:
1212 Mary Lane
Champaign, IL

ACTION REQUESTED
☒ Cancellation
☐ Withdrawal in Person
☐ Withdrawal in Absentia

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

Effective date: 1/15/11

Office of the Registrar

1

Withdrawal/Cancellation Form

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

UNDERGRADUATE STUDENTS:

1) COLLEGE OFFICE  □ NOTIFY ISS

2) OFFICE OF INTERNATIONAL STUDENT & SCHOLAR SERVICES
   (INTERNATIONAL STUDENTS ONLY)

3) OFFICE OF THE DEAN OF STUDENTS

GRADUATE STUDENTS

1) DEPARTMENT OFFICE

2) OFFICE OF INTERNATIONAL STUDENT & SCHOLAR SERVICES
   (INTERNATIONAL STUDENTS ONLY)

3) GRADUATE COLLEGE OFFICE

Reason for leaving: **NO LONGER ABLE TO TAKE CLASS**

Conditions for reentry:

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 1/10/11**

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 ________________________________

Received 1/18/08
Resources for Withdrawing or Cancelling Registration

Resources regarding Cancelling or Withdrawing Registration:
http://www.registrar.illinois.edu/registration/procedures.html#cancel

Withdrawal/Cancellation Form:
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

<table>
<thead>
<tr>
<th>Range</th>
<th>Resident</th>
<th>Non-resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>I (0 or more hours)</td>
<td>$3,495</td>
<td>$8,469</td>
</tr>
<tr>
<td>II (6-8 hours)</td>
<td>$2,330</td>
<td>$5,646</td>
</tr>
<tr>
<td>III (3-5 hours)</td>
<td>$1,165</td>
<td>$2,823</td>
</tr>
<tr>
<td>IV* (0-2 hours)</td>
<td>$593</td>
<td>$1,412</td>
</tr>
</tbody>
</table>

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

2010 – 2011 Academic Year

2010 – 2011 Year Rate

<table>
<thead>
<tr>
<th>Students</th>
<th>Residents</th>
<th>Non-residents</th>
</tr>
</thead>
<tbody>
<tr>
<td>New and continuing</td>
<td>$10,204</td>
<td>$23,470</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Range</th>
<th>Resident</th>
<th>Non-resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>I (12 or more hours)</td>
<td>$5,102</td>
<td>$11,735</td>
</tr>
<tr>
<td>II (6-11 hours)</td>
<td>$3,402</td>
<td>$7,824</td>
</tr>
<tr>
<td>III (1-5 hours)</td>
<td>$1,701</td>
<td>$3,912</td>
</tr>
<tr>
<td>IV (0 hours)</td>
<td>$851</td>
<td>$851</td>
</tr>
</tbody>
</table>

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