

CANCELLATION INFORMATION FOR SPRING 2008

R4-08

For current continuing students only-

(New freshmen and transfers must contact the Office of Admissions to cancel.)

Contact the offices below:

Office of the Registrar:

For Cancellation of Spring 2008 Registration---

By **Friday, January 11, 2008**, submit written notice to the Office of the Registrar (Attn: Gail Stevens, Fax #: 540-654-2145) that you will not attend the Spring 2008 Semester and want your course registration cancelled.

For Leave of Absence---

If your overall UMW GPA is at least 2.00 and you plan to re-enroll at UMW, you must submit a *Request for Leave of Absence* form **before** the spring semester begins on January 14, 2008. Forms are available in the **Office of the Registrar** for BA, BS, and BLS students, and in the **Center for Graduate and Professional Studies** for BPS, MBA, and MED degree-seeking students.

Office of Student Accounts:

By **Friday, January 11, 2008**, submit written notice to the Office of Student Accounts that you will not attend the Spring 2008 Semester and request a refund of any tuition paid for spring. Please note that there is a mandatory processing fee of \$25.00 due at time of Cancellation. If you have an outstanding balance on your account, please discuss plans for payment. Any questions concerning the Spring Semester bill address letter to: Office of Student Accounts, GW Hall, Room 111, Fredericksburg, VA 22401-5300 or call 540-654-1250/1289 or email umwbills@umw.edu .

Office of Residence Life: If you have a housing and dining services contract (live on campus), you must contact Residence Life and submit a *Notice of Intent to Vacate* by the deadline announced by that office. Please contact Mrs. Critzer at 540-654-1658 to cancel these services.

Office of Financial Aid: Arrange for an exit interview if you have any type of financial aid (scholarships, loans, grants, or campus jobs). Any questions concerning financial aid awards send letter addressed to: Office of the Financial Aid, Lee Hall, Room 301, Fredericksburg, VA 22401-5300 or call 540-654-2468.

Library: Before you leave, return all UMW library books and pay any fines you owe.