

Withdrawal & Refund Policy

To officially withdraw from the University, you must follow the established procedure outlined below:

Before the start of classes:

Cancellation of Registration (100% Refund)

You are able to cancel your registration in one of two ways and receive a 100% refund of tuition and fees assessed:

1. **Online:** You must drop all your courses by 11:59pm prior to the first day of the semester to receive a 100% refund. The system allows you to drop all but your last class yourself; you then must select the "Withdraw from Term / Cancel Registration" menu item on the "Registration" menu of [Student Self Service](#). *The UIS Student Self-Service request to drop your last class must be received by the Registration Office by 11:59pm prior the first day of the semester.* After submitting the request, the Office of Registration and Records will cancel your registration within two business days. Your student account will be adjusted accordingly.
2. **In-Person:** You can complete a "Cancellation of Registration" form at the reception desk in the Office of Registration and Records, UHB 1076, no later than 5:00pm, on the Friday prior to the first day of the semester.

You must follow one of these two procedures or your registration will not be properly cancelled, and you will be obligated to pay tuition and fees for the term according to University policies (See [Registration Drop/Withdrawal Policy](#)). You can get more information by calling the Registration Office at (217) 206-6174 or toll free 1-800-977-4847 between 8:30 AM - 5:00 PM Central Time Monday - Friday.

After the start of classes:

Withdrawal

1. You can drop all but your last class on UIS Student Self-Service. You then must select the "Withdraw from Term / Cancel Registration" web link on the "Registration" menu. **The Student Self-Service request to withdraw from your last class must be received by the Registration Office by 11:59 pm on the last day to withdraw as published in the [Registration Drop/Withdrawal Policy](#).** After submitting the request, the Office of Registration and Records will complete your withdrawal action within two business days. Your student account will be adjusted according to the [Registration Drop/Withdrawal Policy](#).

2. You can complete a University Withdrawal form at the reception desk in the Office of Registration and Records **no later than 5:00pm on the last day to withdraw as published in the [Registration Drop/Withdrawal Policy](#)**.

The Consequences of Withdrawing

When you withdraw, two separate processes occur—the Registration Office prorates your tuition and some fees (according to their [Registration Drop/Withdrawal Policy](#)), and the Office of Financial Assistance (OFA) prorates your financial aid.

When you withdraw or stop attending classes or are retroactively withdrawn or your registration is cancelled or are dismissed by the university, you will be billed for any amount of your federal/state aid that is considered an advanced payment. In addition, if you are due a refund of tuition and fees, a portion of that refund may be retained to repay the federal aid accounts on your behalf or to serve as a prepayment on your loan(s). If you have questions about how changes in your enrollment can affect your current or future financial aid eligibility, contact the Office of Financial Assistance (OFA).

If your withdrawal takes place before completing 60 percent of the term, the OFA will calculate an earned aid percentage based upon the number of days attended, divided by the total number of days in the term. This percentage will be multiplied by the total amount of federal aid received. The result is the amount of aid you earned before withdrawing and are, therefore, allowed to keep. The difference between the federal aid disbursed to you and the amount of aid you are entitled to must be returned to the federal programs in the following order:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Federal Perkins Loan
4. Direct PLUS Loan
5. Federal Pell Grant
6. Academic Competitiveness Grant
7. National SMART Grant
8. Federal SEOG
9. TEACH Grant
10. Other Title IV Funds

If you have received funds from the state or an outside agency, or if you received institutional funds, you will be billed for any amount of funds that is considered an advanced payment. The OFA must follow the guidelines specified by those organizations regarding withdrawals. For most aid types a prorated return is required.

Unofficial Withdrawal

If you stop attending all classes during a semester and do not go through the University's withdrawal process, you are treated as an "unofficial withdrawal". At the end of each semester, OFA identifies all students who did not pass at least one class. OFA will work with the course instructors to document your last date of attendance. Using that information, you will be reviewed under the Return of Title IV Funds calculation to

determine if any amount of federal aid received must be repaid to the respective federal programs.

Reducing Enrollment/Dropping Classes (Reducing Hours)

Reducing hours can have a serious impact on your financial aid. If you are assessed a lower tuition and fee rate, a refund may be generated. However, your refund may be withheld if your financial aid was reduced as a result of the decreased enrollment hours. In such cases, the refund is used to repay the financial aid account on your behalf. If the refund is insufficient to cover the reduction in aid, you will be billed for the remaining charges. If you are considering dropping or withdrawing from classes, and you are receiving financial aid, you should contact the Office of Financial Assistance to determine if and how your aid package will be affected. It is important to contact the Office of Financial Assistance prior to dropping/withdrawing from a course.

Dropping vs. Withdrawing

Dropping hours during the add/drop period may affect your actual enrollment hours, which may affect both your tuition assessment and your aid eligibility for the current term.

Withdrawing hours after the add/drop period (provided that you do not fully withdraw) does not affect your current term aid or your enrollment hours; however you will receive a grade of "W" for the course(s) withdrawn. Withdrawing hours after the add/drop period (provided you don't fully withdraw from the university) will not affect your current term aid, but could impact your future eligibility by lowering your completion ratio. See the [Satisfactory Academic Progress Policy](#) for more information about completion ratio requirements.

If your enrollment hours are retroactively reduced (processed after the add/drop deadline for the term) such that you do not meet the minimum enrollment for the aid programs received, this may affect both your tuition assessment and your eligibility for financial aid for the term the retroactive reduction to enrollment hours was processed for. This can occur at any point during the term, as well as after the term has ended.

If you have questions about how changes in your enrollment can affect your current or future financial aid eligibility, contact the Office of Financial Assistance.