

## CHECKLIST FOR STUDENTS LEAVING BUTLER UNIVERSITY

### Prior to leaving Butler, please do the following:

\_\_\_ **Email the Associate Dean of your college, your Academic Advisor, and Madison Miyakawa, Retention Specialist ([mmiyakawa@butler.edu](mailto:mmiyakawa@butler.edu))** of your intention to leave Butler.

\_\_\_ **Email the Office of Financial Aid, [finaid@butler.edu](mailto:finaid@butler.edu)** to notify them that you are leaving Butler. If you are receiving federal financial aid (Pell Grant, Federal Supplemental Grant, Federal Loans) withdrawing in the middle of the term could impact your financial aid. If you plan to return to Butler, you will need to request a leave of absence to keep your aid intact upon your return. Financial aid will allow a leave of absence for up to 2 semesters for personal, medical, and financial reasons. If you do not plan on returning and have borrowed federal loans, you will be required to complete loan exit counseling at <http://www.studentaid.gov>.

\_\_\_ **Email Student Accounts, [studentaccounts@butler.edu](mailto:studentaccounts@butler.edu)** to notify them of your intent to withdraw and provide them with a forwarding address; be aware of the refund policy (<https://www.butler.edu/campus-services/student-accounts/refund-policy/>) and that you need to fill out a "Refund Request" if there is a credit on your account. Also, be aware that there could be residual charges to your account after your departure and you will be responsible for meeting those financial obligations.

\_\_\_ **Complete the [Butler Exit Survey](#)**

\_\_\_ **If you plan to leave before the semester ends**, the Registrar or your college will officially withdraw you from your current classes. *However, if you're already registered for a future semester, you will need to log in and drop those classes on your own.*

\_\_\_ **If you are living on campus** (and leaving prior to standard move-out at the end of the year in May), complete the online "Notification of Housing Contract Cancellation" form (at <https://www.butler.edu/student-life/housing-dining/vacate/>), and check out of your housing unit with your Resident Assistant or Community Director. If you have contracted for housing for the upcoming academic semester, you must cancel by December 1<sup>st</sup> for a refund of the housing deposit; if you have contracted for the next academic year, you must cancel before June 1<sup>st</sup> for a refund of the housing deposit.

**To Cancel Your Meal Plan:** Log in to the **Housing Portal**, click on "**Resources & Updates**", then select "**Break Stay & Application Updates.**" From there, click "**Apply Here**" under **Meal Plan Change Request**. Please make sure you are logged in to your **Butler Google account** before accessing the form.

\_\_\_ **If you are transferring**, request that an academic transcript be sent to your new institution by visiting the Office of Registration and Records (Jordan Hall 180, 317/940-9203). Instructions for submitting a transcript request can be found at <https://www.butler.edu/registrar/order-official-transcript>.

\_\_\_ **If you are an athlete**, contact your coach.

### If you decide to return:

- Contact Financial Aid as soon as you know to determine eligibility for aid.
- Submit a "Renewed Enrollment" form (<https://www.butler.edu/registrar/returning-students>) at least one week prior to the start of classes. If you attended any other institution in the interim, you will be asked to submit transcripts for any work completed.
- Contact your advisor prior to the start of classes to discuss your academic progress and to determine a course schedule.
- Contact other offices (e.g., Residence Life) as necessary.

### Questions or concerns? Need additional information or prefer to talk in person?

Contact the **Student Success Center** (Jordan Hall 109, [learning@butler.edu](mailto:learning@butler.edu)).

Contact the **Office of the Dean of Students** (Atherton Union 311, 317/940-9470, [deanofstudents@butler.edu](mailto:deanofstudents@butler.edu)).