

Checklist for Leaving the University of Minnesota Rochester

Use this checklist if you plan to leave UMR for one semester or longer. The checklist can act as a reference point as you complete important next steps. You do not need to complete this checklist if you are leaving for a Study Abroad or National Student Exchange program.

Student Success Coach - Student Resource Center

Cancel your class(es)

If you are leaving the University for any reason, you must cancel your classes to avoid receiving "F" grades. You may be responsible for all or part of the tuition and fees if you cancel after the first week of classes for fall or spring semester. May/summer term deadlines vary by the length of the class. Check [the cancel/add and refund deadlines](#). If you are leaving at the end of a term, be sure to cancel any registrations for future terms. Print out a confirmation of the cancellation to keep for your records.

Leave of Absence

If you plan to return to the University, you will need to complete a [Leave of Absence form](#).

One Stop Counselor - Student Resource Center

Financial aid

If you have financial aid, you may be required to repay all or part of your financial aid, including scholarships, grants, and loans. If you are transferring to another institution, you may need to cancel your financial aid at the University of Minnesota in order to be awarded financial aid at your new school.

Request tuition refund (if applicable)

If you are leaving the University for medical or military reasons, or for academic dismissal, you *may* be entitled to a partial or, in rare cases, a full tuition refund. Contact One Stop for additional information on this process.

Pay any remaining tuition, fees, and other charges on your student account

You will not be able to re-register at any of the University campuses or request an official transcript if any unpaid past due charges remain on your account. Past due accounts may be referred to a collection agency and/or result in legal action.

Transcripts

Check your unofficial transcript to make sure all of your final grades have posted. If you are transferring to another institution, that school's admissions and financial aid offices will need to know what courses were attempted and completed at the University of Minnesota. You can request a transcript [here](#). Before requesting a transcript, be sure that all grades are posted on your transcript.

Complete an exit counseling session

If you have taken out any loans while at the University of Minnesota, you may have student loan [exit counseling requirements](#).

Update your address and phone number

On the One Stop website in your [MyU: My Info](#) tab.

International students: Do *not* change your current mailing address to an address outside the United States.

❑ **Contact the Office of Student Health Benefits (if applicable)**

If you are covered by the University's health plan, contact the [Office of Student Health Benefits](#) to determine your status. If you are covered under a private plan and are no longer a student, contact the health plan carrier to investigate other coverage options.

❑ **Contact University Veterans Services (if applicable)**

If you received veterans benefits, notify the Veterans Certification coordinator at 612-625-8076 or veterans@umn.edu.

Miscellaneous

❑ **Apply for Housing Contract Cancellation** If you live in on-campus housing, contact the Director of Housing at 318 Commons, room 102. If you rent off campus, contact your landlord to discuss your options. There may be financial penalties for canceling your housing contract or lease.

❑ **Return any books, equipment, or materials on loan from the University**

Library books, lab equipment, keys, parking hangtags/key cards, and any other University materials must be returned promptly to the appropriate department(s) to avoid late fees and/or replacement costs.

❑ **Return your laptop**

Return your laptop and all accompanying equipment to the Laptop Support Center in room 315 at University Square.

❑ **Contact International Programs Coordinator (if applicable)**

SEVIS requires notification when an international student leaves the University. Contact your Study Away Advisor to fulfill this requirement.

❑ **Contact Campus Employer (if applicable)**

If you are currently employed on campus, please let your manager know that you are withdrawing from the University. Students must be actively enrolled to qualify for student employment.

Helpful Links:

Cancel/Add Deadlines - http://onestop.umn.edu/calendars/cancel_add_refund_deadlines/index.html

Leave of Absence Form - <http://policy.umn.edu/sites/policy.umn.edu/files/forms/otr007.pdf>

Transcripts - http://onestop.umn.edu/grades_and_transcripts/official_transcripts/index.html

Exit Counseling - http://onestop.umn.edu/finances/financial_aid/loans/exit_interviews.html

Direct Loan Guide (2015/16) - <http://policy.umn.edu/sites/policy.umn.edu/files/forms/fa945.pdf>

Office of Student Health Benefits - <http://www.shb.umn.edu/rochester/index.htm>