The University of Oklahoma HEALTH SCIENCES CENTER

Cancellation Request

Process and Steps for Completing the Cancellation Request Form

Students who enroll and then decide not to attend the University of Oklahoma Health Sciences Center must cancel their enrollment before the first day of the semester to avoid being assessed tuition and fees.

Steps: 1) obtain a signature from the college dean or designee; 2) obtain a signature from the Bursar, and, if applicable, from the Office of Financial Aid; and 3) submit the completed form with all signatures and dates, as noted at the bottom, to Admissions and Records, BSEB 200. It is the student's responsibility to complete this form accurately and completely.

Policy

Tuition Refund: Cancelling enrollment removes all tuition charges and all record of enrollment. No grades are recorded. Refer to the Academic Calendar for the specific dates affecting cancellation.

Student Name (please print)			Student ID Number
Last Name	First Name	Middle	
Student Address			**Telephone Number**
Street	City, State	Zip Code	( )

College and Major	Term and Year	Cancellation Request
		❑ Deferment Term _____ Year _____ ❑ Cancel Acceptance Offer ❑ University Withdrawal

Reason for Cancellation/Comments:

Student

Administrative

Authorizations and Signatures

Please read each item carefully and initial that you understand the terms and conditions: Initials

I understand that even though I am cancelling my enrollment from the University of Oklahoma Health Sciences Center I am responsible for all outstanding financial obligations to the University. _____

I understand that it is in my best interest to contact my Financial Aid advisor to discuss the financial implications of my cancellation. _____

Student Signature	Date
College Dean or College Designee Signature	Date
Graduate College Dean	Date
Bursar or Financial Aid Signature	Date

Administrative Use Only

Processed By	Date	Deferment	Comments