



Checklist for Students Leaving the University

Prior to leaving Butler:

- Inform the Office of Financial Aid** (Robertson Hall basement, 317/940-8200, finaid@butler.edu) that you are leaving Butler. You may also need to complete paperwork. If you are hoping to return, ask Financial Aid if your aid will be intact upon return.
- Inform Student Accounts** (Jordan Hall 102, 317/940-9353) of your intent to withdraw and provide them with a forwarding address; be aware of the refund policy (<https://www.butler.edu/student-accounts/billing-payment/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 these financial obligations.
- If 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/residence-life/vacate>), and check out of your housing unit with your Community Assistant or Community Director. If you have contracted for housing for the upcoming academic semester, you must cancel by December 1st for a refund of the housing deposit; if you have contracted for the next academic year, you must cancel before June 1st for a refund of the housing deposit.

*Please note that you will be asked to **complete an exit interview** as part of this process. If you are not living on campus, please contact the Center for Academic Success & Exploration (Jordan Hall 144, 317/940-9308, learning@butler.edu) to complete an interview.*

- If you are registered for classes at Butler for the following semester, drop your classes** prior to the end of the first full week of classes in order to avoid incurring any penalty.
- Inform the associate dean of your college and your academic advisor** of your intention to leave Butler.
- If 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.**
- For students enrolled in the Butler-sponsored insurance plan, once you have met eligibility requirements, the policy is in effect through mid-August of the policy year. For eligibility questions, call 317/940-8728 or email healthinsurance@butler.edu.

If you decide to return:

- Contact Financial Aid as soon as you know in order to determine eligibility for aid.
- Submit a Returning Student Form: <https://www.butler.edu/registrar/returning-students>. Submit the form 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 **Center for Academic Success & Exploration** (Jordan Hall 144, 317/940-9308, learning@butler.edu).
- Contact the **Office of the Dean of Students** (Atherton Union 311, 317/940-9470, deanofstudents@butler.edu).