



## **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](mailto: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/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 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/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.

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 Student Success Center (Jordan Hall 109, 317/940-9308, [learning@butler.edu](mailto: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 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](mailto:healthinsurance@butler.edu).

### **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, 317/940-9308, [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)).