

# UNIVERSITY WITHDRAWAL CHECKLIST

If a student is withdrawing from the university, the following checklist should be followed:

- ✓ If registered, drop all courses on BannerWeb or submit the [registration form](#) via email to [enrollmentservices@ltu.edu](mailto:enrollmentservices@ltu.edu) or via fax to 248.204.2228
  - Failure to withdraw and not attending courses will result in the grade of “WF” for courses.
- ✓ If you feel as though your situation is extenuating and you would like to make an appeal please fill out a Tuition and Fee Appeal Form explaining your situation to request tuition reimbursement. You can find the form through the following link: <https://www.ltu.edu/registrar/forms-to-print>
- ✓ If you were a recipient of Federal Financial Aid you must complete Exit Counseling:
  - Go directly to <https://studentaid.gov/exit-counseling/>
- ✓ Contact in writing or via e-mail the following offices: [admissions@ltu.edu](mailto:admissions@ltu.edu) and [enrollmentservices@ltu.edu](mailto:enrollmentservices@ltu.edu). Inform them of your withdrawal and request all correspondence stop. Make sure you include your Student ID number.
- ✓ Contact your instructors via e-mail to inform them that you have withdrawn from the university.
- ✓ If you have Housing, contact in writing or via e-mail [housing@ltu.edu](mailto:housing@ltu.edu) to cancel the housing contract. Forms to be released from your contract can be found at this link <https://www.ltu.edu/housing/forms>
- ✓ Withdraw from the meal-plan, if applicable. If a Commuter student, contact Dining Services (visit <https://ltu.campusdish.com/> or call 248.204.3203). If a Residential student, contact [housing@ltu.edu](mailto:housing@ltu.edu)
- ✓ Return the university-owned laptop to the HelpDesk, located in C203 within 5 days of withdrawing from the university. Failure to return the laptop within the specified time period will result in a late fee of \$20 per day added to the student account.  
  
Laptop must be presented with all components assigned (power adapter, mouse, cables, etc.) and in good working condition. Damages to the laptop may result in charges being assessed to the student account.
- ✓ If you are an International student you must contact the International Programs Office, located in C405 contact at [International@ltu.edu](mailto:International@ltu.edu) or 248.204.4100, to determine the impact of your visa status.

Visit this link for frequently asked questions: <https://www.ltu.edu/registrar/faq>. If you should have further questions or need additional assistance please contact Enrollment Services at 248.204.2280, [enrollmentservices@ltu.edu](mailto:enrollmentservices@ltu.edu), or visit the DTE Energy One Stop Center (C304 in the A. Alfred Taubman Student Services Center), Monday and Tuesday, 9 am – 5:30 pm or Wednesday through Friday, 9 am – 4:30 pm.

*Revised 07/05/2023*