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Student Withdrawal Information Checklist

Use this checklist if you are planning on leaving John Carroll University for one semester or longer. You do not need to complete this checklist if you are leaving for a study abroad program. This checklist will guide you through the relevant offices to help finalize your withdrawal and answer your questions on what you need to do when you return to the University.

- ☐ **Contact your academic adviser.** There may be other college requirements to follow before leaving. Taking incompletes and finishing your course work at a later time may be a better option than withdrawing for some students. You may want to discuss this option with your adviser and assistant dean.
- ☐ **Contact your on-campus employer.** If you have a student job on campus, contact your employing department to inform them you are leaving the University.
- ☐ **Return any books, equipment, or materials on loan from the University.** Library books, lab equipment, keys, parking hangtags/keycards, etc. must be returned promptly to avoid late fees and/or replacement costs.
- ☐ **Contact the Office of Financial Aid, second floor Rodman Hall, 216-397-4248** 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 John Carroll University in order to be awarded financial aid at your new school.
- ☐ **Contact the Office of Residence Life, lower level of the D.J. Lombardo Student Center, 216-397-4408** to cancel your housing contract, if you live in on-campus housing. If you rent off campus, contact your landlord to discuss your options. There may be financial penalties for canceling your housing contract or lease.
- ☐ **Contact the Cashier's Office, lower level Administration Building, AD 37 216-397-4494** to pay any remaining tuition, fees, and other charges on your student account. You will not be able to re-register at the University or request an official transcript if there are any past due charges on your account. Past due accounts may be referred to a collection agency and/or result in legal action.
- ☐ **Contact the Director of Veteran Affairs and International Services, first floor Rodman Hall, 216-397-4947,** if you have received veteran benefits.
- ☐ **Do you plan to return to John Carroll University in the future?** If you have been away from the University for one semester, contact your academic advisor and the Office of the Registrar to register for classes. However, if you have been away from the University for more than one semester, you will need to be readmitted. Please contact our Admissions office at 216-397-4294.

We wish you success in your academic endeavors and
welcome your interest in readmission to John Carroll University.