Complete Withdrawal Checklist

If you are withdrawing completely from University, here's a helpful checklist.

- ☐ Check with an Academic advisor
  Your Advisor, and the Student Development Centre have strategies and resources to help students through a difficult year. Please contact an advisor before you make course changes. You may book an appointment online through www.brocku.ca/registrar/advising

- ☐ Speak to a Personal Counselor from the Student Development Centre
  You may book an appointment through www.brocku.ca/sdc/counselling

- ☐ Withdraw from Courses-Remember that No Academic Penalty does NOT mean No Financial Penalty.
  Contact the Registrar's Office for specific instructions on course withdrawal. Contact the Finance Department regarding withdrawal dates/fees.

- ☐ Withdraw from Residence
  Arrange a move-out date and begin the refund process, if applicable, through res@brocku.ca or in person at a service desk. Understand the Early Withdrawal from Residence Policy.

- ☐ Withdraw from your Meal Plan
  Contact the Brock Card Office through brockcard@brocku.ca to arrange for a refund of any credit on your meal plan or DCB.

- ☐ If your withdrawal was for medical or compassionate reasons, you may wish to submit a request for a backdated withdrawal from the Registrar's Office and/ or Residences.

- ☐ Check with SAFA
  Contact Student Awards and Financial Aid at safa@brocku.ca if you have received OSAP, Scholarships, Awards, Prizes or Bursaries this year. They will have your record adjusted.

- ☐ Monitor your Student Financial History and Contact the Student Accounts Finance Office
  Monitor your student financial history. Once all changes are complete, the finance office will issue your refund cheque, if you have a credit on account, or inform you of your balance owing, if you owe fees. Miscellaneous fees such as Library fees, residence damage charges, missed health appointment fees, etc., may be charged to your account months after your actual departure date. It is important that you continue to monitor your student financial history through the Brock Portal as you are still responsible for these fees. Fill in the Request a Refund form.

If you have any questions or concerns regarding your student account, please contact us. We will be happy to help.

Student Accounts Finance Office
Brock University | Financial & Administrative Services
Niagara Region | 500 Glenridge Avenue | St. Catharines, Ontario L2S 3A1
brocku.ca | T 905 688 5550 x4600 | F 905 984 4844
finance@brocku.ca

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