

Exit Checklist

PROCEDURES for LEAVING

Students who are planning to leave should first have a conversation with someone in the Dean of Students office, and then check out with the following offices as a part of taking time off, even if it is just a term or two. This process is designed to protect students' rights and make sure that you don't have any surprises should you return or request a transcript.

A **vacation term** is a leave of absence. While you are on a vacation term, you remain an inactive student eligible to register for an upcoming semester by consulting with your advisor regarding course choices. If you are uncertain about future plans, you should opt for a vacation term rather than withdrawal. A vacation term allows you to return to Beloit, easily and without re-applying. Should you decide to leave Beloit permanently (considered a "withdrawal"), inform the Dean of Students (deanstu@beloit.edu) or Registrar's Office (registrar@beloit.edu). If you have 3 consecutive vacation terms and do not ask for a continuance, the Registrar will change your status to withdrawn.

- _1) Start with the **Dean of Students** Office. An exit interview will explain the process to you.
 - a) You will need to know the last day that you attended class.
 - b) You will need to know when you are planning to move out of the residence halls (see below).

- _2) **Class registration**/what will appear on your transcript:
 - a) *During current semester before the drop deadline*: Go to the **Registrar's** office and let them know that you have completed an Exit Interview. They will take you out of your classes.
 - b) *During current semester but after the drop deadline*: **Petition the Academic Performance Committee** in writing for late drops. This would involve providing documentation of extenuating circumstances. Appeal procedure information is on the second page of this document.
 - c) *For an upcoming semester*: If you have registered for courses, then email, phone, or go to the Registrar's office so those courses are dropped. Not doing so could result in tuition charges for you.

- _3) **Advisors** - Communicate with all of your advisors (and mentors) about why you are leaving and when.

- _4) **Mail Center** - Be sure to give a forwarding address. (Additional note: If you have packages sent to the Mail Center via online sources (i.e. Amazon), make sure that you change shipping defaults on your account(s).)

- _5) **Library and Information Technology Services** - Return all items such as books, AV, or computers from where you checked it out. Not doing so may result in fines and a hold on your transcript or registration.

- _6) **Residential Life** -- Notify reslife@beloit.edu in writing that you are vacating your room. If it is during a term, once you indicate that you are leaving (or stop attending classes), you have 48 hours to vacate. For an upcoming term, you need to cancel your spring housing contract by 12/1 or your fall housing contract by 6/15, or a cancellation fee will be assessed (currently 20% of housing cost). Within a term, your room and board will be subject to the refund schedule; see the Bursar's office for details. If applicable, discuss storage options.

Your Residence Life Coordinator will contact you for **Room Checkout**. Upon checkout, sign the inventory and damage form. Turn in your keys or there will be a \$40 charge per key plus \$20 front door key. Your check out date will be used as **meal plan cancellation** as well.

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- _7) Turn in your **ID Card** - Residential students must turn it in to res life at checkout. Off-campus students must turn in their ID card to security
- _8) **Student Financial Aid**- If you are receiving aid, including scholarships, find out the impact on it (i.e. loan repayment). Note that dropping courses may impact your financial aid.
- _9) **Bursar's Office** - Make arrangements for paying outstanding bills or receiving possible refunds.
- _10) **On-campus Employer** - Notify your campus employer(s).
- _11) **International Education - (international students only)** - To ensure all documents are in order prior to departure and what your limitations are for remaining in country.
- _12) **Athletics** - If you are an athlete, contact your coach(es).

Appeal Process:

Students who need to late drop all classes (which, if granted, becomes a vacation term) are to do the following: (Note: All correspondence should be sent to the "Academic Performance Committee" (APC), using this email deanstu@beloit.edu)

- a) The student needs to indicate what they want (i.e. late drop all classes), why they want/need it, and what their extenuating circumstances are.
- b) The student's advisor needs to write in support of this request.
- c) The student should provide evidence of extenuating circumstances.
- d) Most of the time, each of the student's faculty members needs to write in about the request.

A "withdraw pass" may also be an option if you are passing the course. Talk to an advisor for guidance. For information about dropping courses, see <https://www.beloit.edu/offices/registrar/course-registration/>

Refund Schedule:

The conditions under which a refund will be made are listed in the Tuition and Fees section of the Beloit College Catalog and on the web site. Appropriate refunds of Tuition, Room, Board and Fees will be made according to the following schedule:

- 1st day of class thru 5th day (week 1) - 100%
 - 6th day of class thru 12th day (week 2) - 80%
 - 13th day of class thru 19th day (week 3) - 60%
 - 20th day of class thru 26th day (week 4) - 40%
 - 27th day of class thru 33rd day (week 5) - 20%
- No refund after the last day of the 5th week**

Note that the Applied Music Lesson refund is different: This fee is non-refundable after the 2nd week of each semester.

IMPORTANT: Days of class include all days that fall on or between the first day of class and/or the last day of exams. This includes Saturday and Sunday.

IMPORTANT: Please also be aware of the other financial implications of withdrawing from the College (including taking a Leave of Absence) with regard to financial aid. Please visit the Financial Aid Office link - <https://www.beloit.edu/offices/financial-aid/maintaining-aid/withdrawal-returning-aid/>