



Cancellations are only processed prior to the first-class day of a term/session as listed in the [academic calendar](#). Once the term/session has started, students will need to withdraw for all term/session courses through the Dean of Students Office (deanofstudents.unt.edu/withdrawals).

First Name: _____ Last Name: _____ Student ID #: _____

I WOULD LIKE TO OFFICIALLY CANCEL MY REGISTRATION SCHEDULE FOR:

Term: _____ Session: _____ Year: _____

Initial each box to indicate you have read each of the following (All boxes must be initialed):

The decision to cancel this course schedule may affect your current and future financial aid eligibility. For more information about financial aid and the Satisfactory Academic Progress (S.A.P) policy, please visit <http://financialaid.unt.edu/satisfactory-academic-progress-requirements>.

All schedule cancellations MUST be reported to the Student Veteran Services Benefits office by the student immediately after the change is made. Visit <https://registrar.unt.edu/veterans/faq#Q4> for more information.

Follow these steps to submit your completed form:

- Save this form to your computer, open the form and fill in all fields (including electronic signature from a valid UNT email address), and click the SUBMIT button to send the form to the Registrar’s Office. →

Please note: If you submit your form electronically, you will receive email confirmation when the cancellation is processed. If you do not receive email confirmation within 2 business days, contact the Registrar’s Office at 940-565-2378.

OR

- Print the form, fill in all fields, sign, and email to Registrar@unt.edu (from a valid UNT email address) OR Fax to 940-565-4463.

OR

- Print the form and fill in all fields. Take the completed form to the Registrar’s Office in ESSC 147 along with a photo ID, and obtain a receipt to show that the cancellation has been processed.

Student Signature

Date

For Office Use Only:

Financial Aid: Yes _____ No _____