UIC UNIVERSITY OF ILLINOIS AT CHICAGO

Office of Continuing Education (M/C 165)
1333 South Halsted Street, Suite 225
Chicago, Illinois 60607-5019

OFFICE OF CONTINUING EDUCATION ENROLLMENT CANCELLATION FORM

For OCE use only:

Date:	CA	Route to OAR?
	❑ FR	❑ TR	❑ NR

Students who wish to cancel an enrollment should complete this form and submit it to OCE at the address below.

Refund Policy

If you are canceling your enrollment on or before the published refund deadline, your payment, less the per course administrative fee, will be refunded. Please note that in order to be eligible for a refund, you must submit this form prior to the first class meeting or the course-specific refund deadline, whichever is earlier. (Course-specific refund dates are published in the "Comments" section of the individual "Course Information" pages on the OCE website.) No refunds will be issued for any reason after the refund deadline.

Please cancel my enrollment in the following courses:

Semester (e.g. Fall 04)	Program Name *(e.g. GATE, MGM, Algebra Initiative, Nursing Bridge, etc)*	Course Rubric and Number *(e.g. CIE 460)*	Course Title

Reason for canceling:

YOUR INFORMATION *(please print legibly)*

First Name _____ Middle Initial _____ Last Name _____

Social Security Number (*see our SSN policy in the Enrolling and Paying section on our website at www.oce.uic.edu*) _____ UIN (if known) _____

Email Address _____ Day Phone _____

Signature _____ Date _____

Please note that cancelling your enrollment in a **credit course** may result in a "W" grade on your university transcript, depending on the date we receive your form.

Mail your completed cancellation form to the

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1333 South Halsted Street, Suite 225
Chicago, Illinois 60607-5019.

Or fax to 312.996.8026.

Questions? Contact us...

email/ oce@uic.edu ~ phone/ 312.996.8025 ~ web/ www.oce.uic.edu