

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](#).
- 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. 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. Once all changes are complete, if you have a credit on your account, please complete the [Request a Refund form](#). All refunds are completed by INTERAC e-transfer through your student email account.

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 | 1812 Sir Isaac Brock Way | St. Catharines, Ontario
L2S3A1 | brocku.ca | T 905 688 5550 x4600 | F 905 984 4844
finance@brocku.ca