

Withdrawing Checklist for Arts & Science Students

Updated February 27, 2023

This checklist is intended for students who wish to withdraw from their studies before the academic deadline date to drop courses. Following this checklist will may enable you to return to Queen's without applying for re-admission, ***providing you do not attend another post-secondary institution after leaving Queen's.***

To ensure a smooth withdrawal process, please follow the procedures below:

Withdrawing from Studies at Queen's

1. Drop your courses on SOLUS.

You must drop your courses on SOLUS before the published academic deadline date. See the [Important Dates](#) page of our website for drop deadlines for the current academic session. **(Please note that dropping all your courses will not reverse ancillary fees- see # 3 for instructions.)**

2. Request processing of refunds for tuition and Student Activity Fees, where applicable.

Once your courses are dropped, your tuition refund will be automatically calculated according to the [refund schedule](#) found under ***Drop Date Schedule for Undergraduate Programs***. Should dropping your courses result in a credit on your account, that amount will automatically be refunded to your bank account provided you have included your banking information in SOLUS. See the [Refund](#) website for more information.

3. In order to have your ancillary fees refunded, you must return your student card to the Office of the University Registrar along with a signed [Academic Change Form](#) indicating that you are withdrawing from Queen's.

On the form, you will need to fill out the top five boxes (student number, faculty, etc) and check the two boxes underneath on the right side of the form to indicate that you are withdrawing, and that you have returned your student card.

Mail the form and your student card to:

Office of the University Registrar, Records and Services
Gordon Hall, Room 125
74 Union Street
Kingston, Ontario
K7L 3N6

If you did not receive a Student Card, you must indicate that on the Academic Change form.

4. Defer any scholarship/bursary/OSAP funding (If applicable)

If you received an award or scholarship, you would need to inform the Student Awards Office (awards@queensu.ca) that you are withdrawing from Queen's. Staff in the Student Awards office will advise you about possible deferrals and/or the implications of deferral for OSAP.

5. Withdraw from Residence (If applicable)

If you live in residence, you should contact Residence Admission (reshouse@queensu.ca or by phone at 613-533-2550) to inform them of your move out of Residence, and to request reimbursement of residence and meal plan fees.

6. Returning textbooks (If applicable)

You may choose to return textbooks to the Campus Bookstore (613-533-2955) for refund IF the textbooks have not been used. Visit the [Campus Bookstore](#) website for more information.

7. University Health Insurance Plan (If applicable)

If you are an international student, you will need to opt out of [UHIP](#). Please contact the Queen's University International Centre (QUIC) at quic@queensu.ca for more information and guidance.