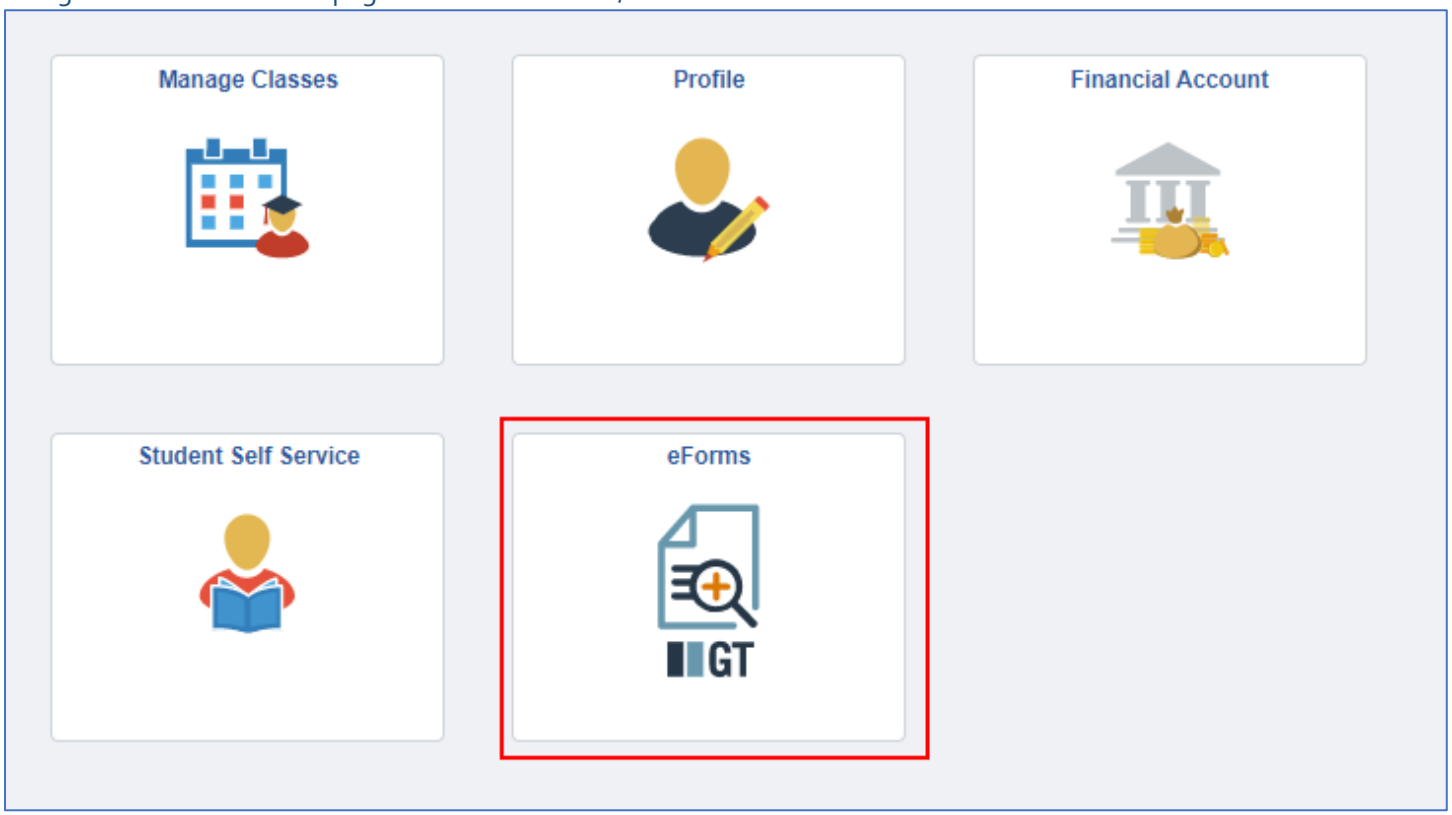
Cancellation/Withdrawal eForm Process

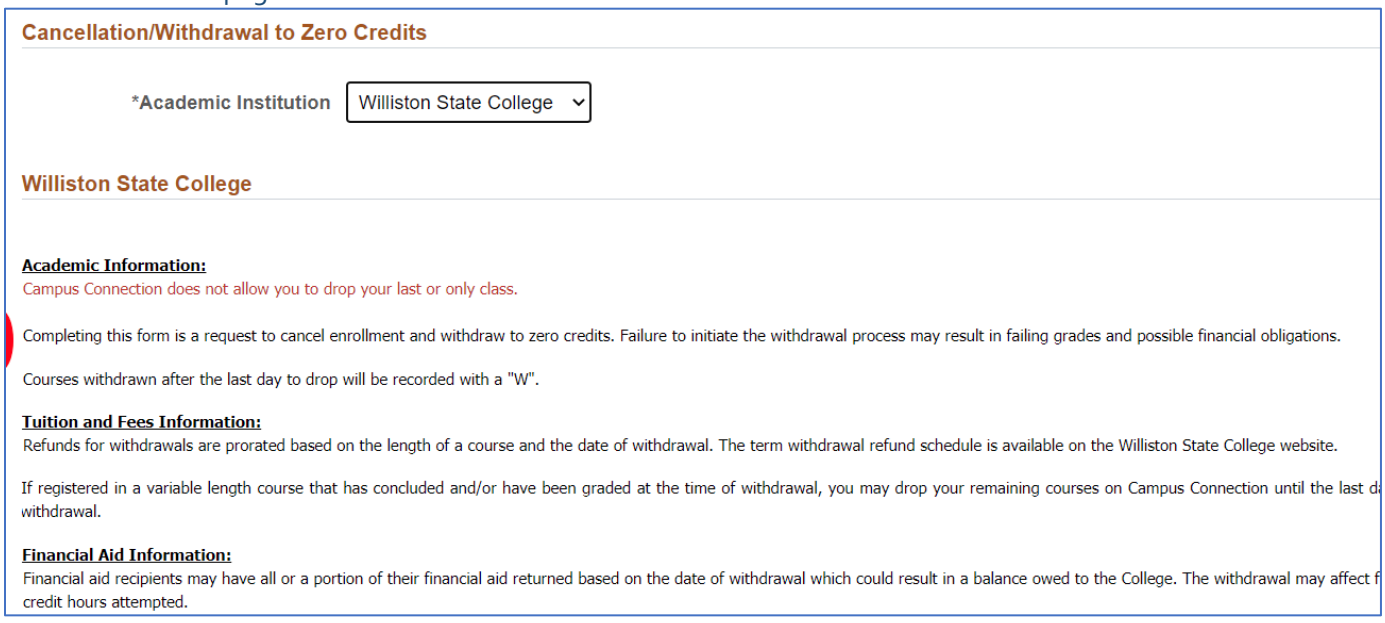
Campus Solutions Training Guide

Form Submission (Student)

Navigation: Student Homepage > eForms > Cancel/Withdraw to Zero Credit

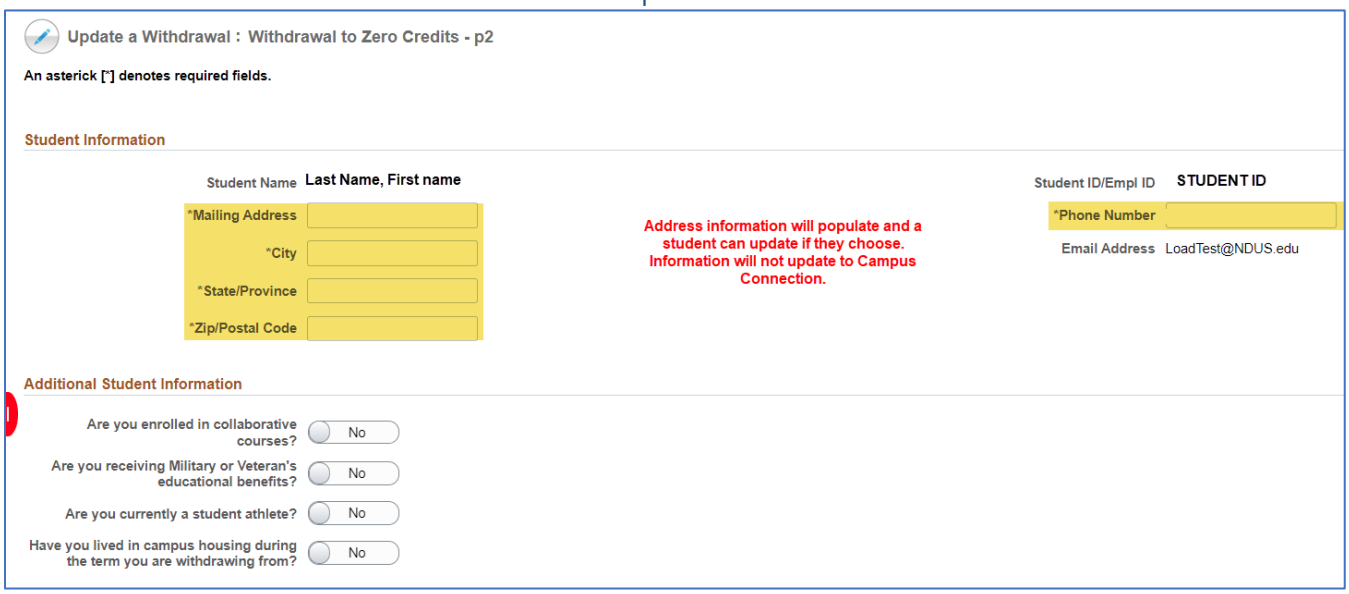


1- Select your Academic Institution. This will then pull up the Withdrawal Information for you to review. Click 'Next' at the bottom of the page.

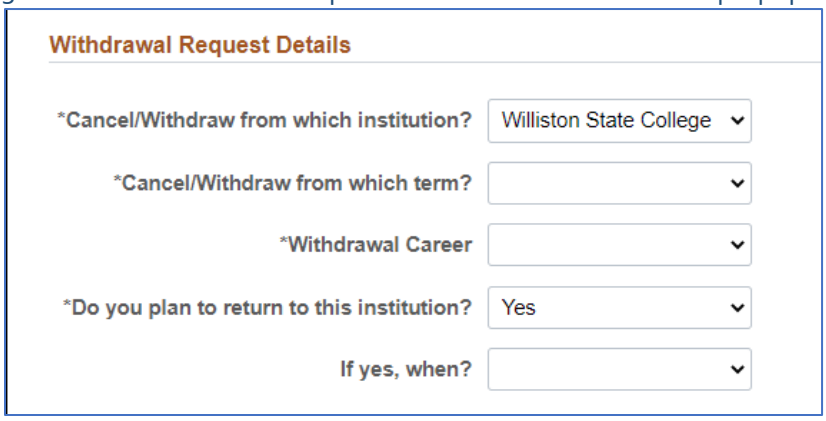


9/2/2021

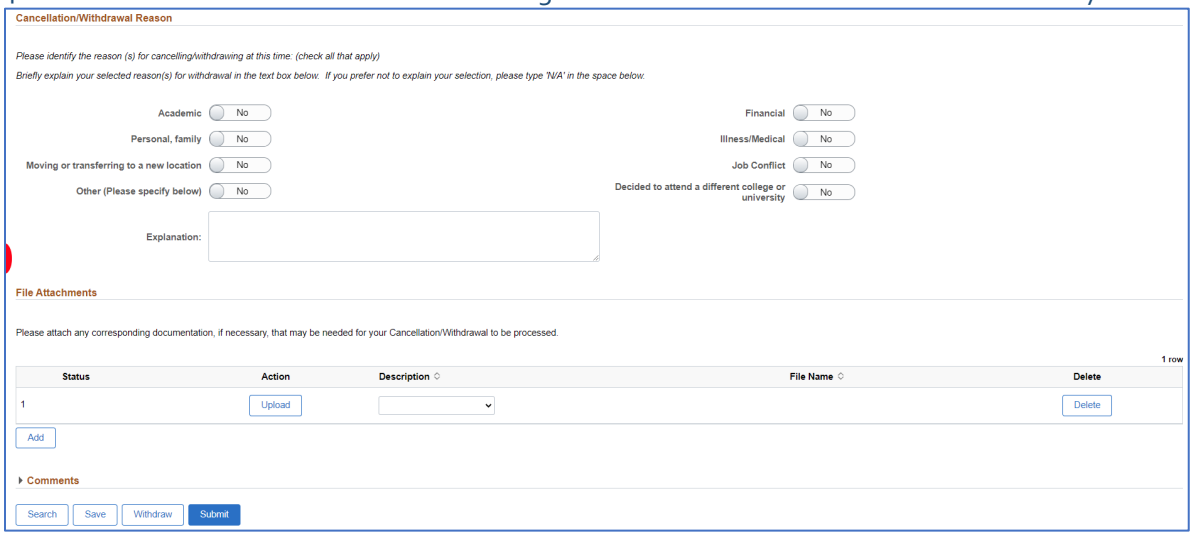
2-The form will populate with some prefilled information. You have the option to update address information if needed. Answer the additional student information questions.



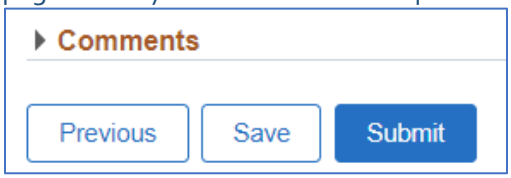
3- Enter the Withdrawal request details. The institution will prepopulate from your selection after initiating the form.



4-Please indicate the reasons for withdrawing from the institution. You can also attach any needed documentation.

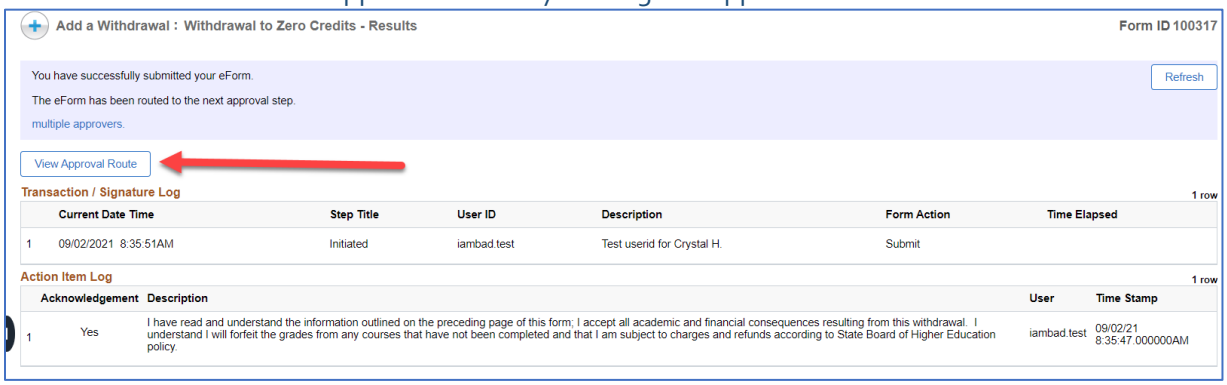


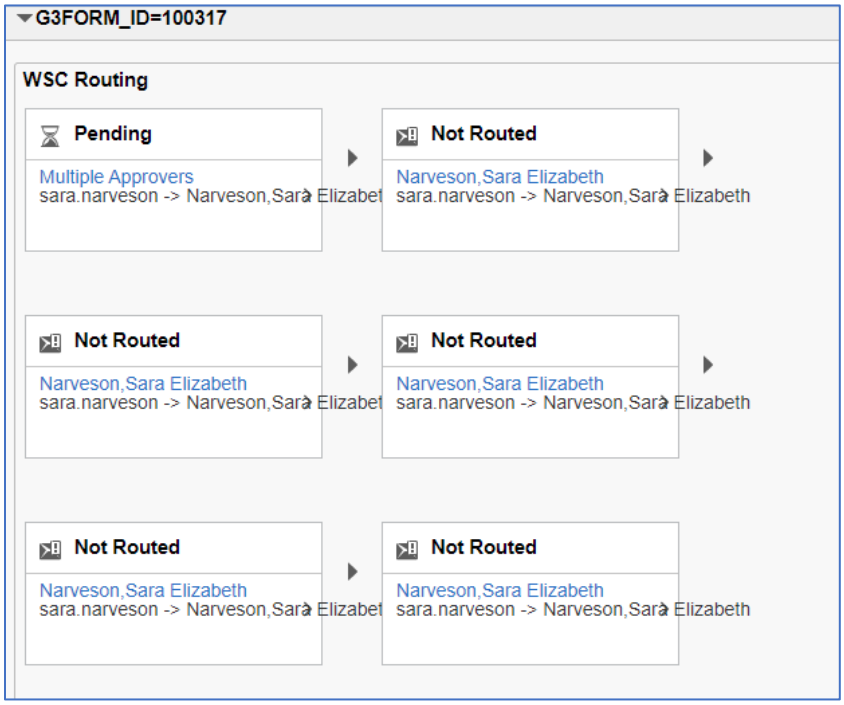
5-You can either **'Save'** a form for future updating or **'Submit'** to be processed. Previous will take you back to the first page where you can review the request.



5-After the form is submitted, you will get a results screen indicating successful submission of the form. You will also get a notification that the form has been submitted.

You can also view a form's Approval Route' by clicking the Approval Route button.

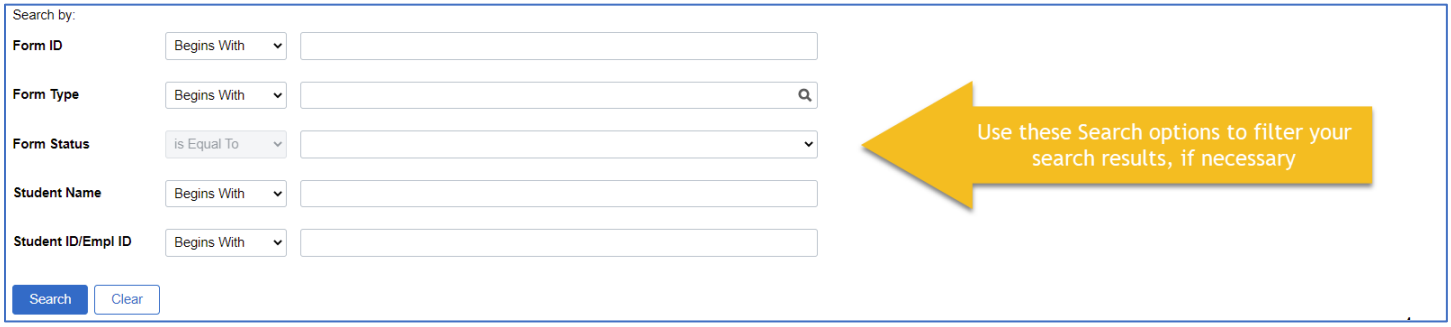
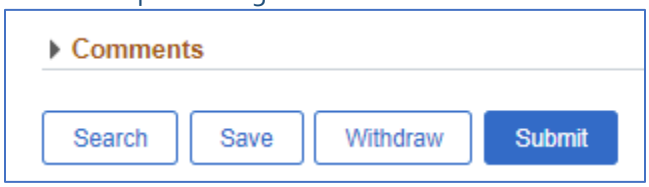




Updating a previously saved form (Student)

Students can save a form to go back and complete later, to access the form at:
Student Homepage > eForms > Update a NDUS eForm.

1-Clicking **Search** will bring up all forms that are in the user's queue or that have been submitted. A student will be able to see all pending and saved forms submitted by them.



2-You can select the form you wish to update. On this page you can either choose to Save again, Withdraw the form, or Submit for processing.