



# MADISON COLLEGE

## Cancellation of Application

**INSTRUCTIONS** - This form is to be submitted by the applicant to cancel an admissions application or program waitlist status. Submission of this form will cancel ALL application statuses.

Cancellation of an application does not remove a student from classes they are registered for. Students are responsible for dropping classes they no longer want to be enrolled in. See [madisoncollege.edu/adddrop-classes](http://madisoncollege.edu/adddrop-classes).

### STUDENT INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
 Student ID \_\_\_\_\_  
 Mailing Address: Street \_\_\_\_\_ Apartment \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

### APPLICATION INFORMATION

Program Originally Applied to: \_\_\_\_\_

Application Year \_\_\_\_\_ Application Semester  Fall  Spring

Reason for cancellation (check all applicable):

- Military Reason
- Medical reasons
- Relocation from area
- Financial reasons
- Conflict with current/new employment
- Obtained job related to education
- Transfer - chose alternate school/learning model
- Not interested in further education
- Undisclosed/Unknown: \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

### SUBMISSION INSTRUCTIONS

**Submit your completed form in-person with photo ID to the Enrollment Center - Truax, or Enrollment Center - Downtown Campus, Room D117; or submit by mail or fax to:**

**Address:** Enrollment Center  
 Madison College  
 1701 Wright Street  
 Madison, WI 53704  
**Fax:** (608) 243-4353

**Please allow up to 10 business days to process a Cancellation of Application.** Requests are reviewed in order they are received.

**Questions?** For further assistance with this form search FAQs or submit an Admissions category question on [askMadisonCollege](http://askMadisonCollege), contact by phone (608) 246-6210 or visit the Enrollment Center in person. You may also seek assistance from an advisor or counselor.

*Regional & Metro Campus Staff - Date stamp, scan and email to [intake@madisoncollege.edu](mailto:intake@madisoncollege.edu).*

**Enrollment Center - Admissions Use Only:**

Staff Name \_\_\_\_\_ Staff Title \_\_\_\_\_ Date Processed \_\_\_\_\_