

# Northwestern University Center for Public Safety Cancellation Request Form



Students who wish to cancel or withdrawal from a course must submit their request in writing using this form.\*  
The completed form must be submitted by email: [nucpsreg@northwestern.edu](mailto:nucpsreg@northwestern.edu)

## REGISTRANT INFORMATION

\_\_\_\_\_  
First Name M.I. Last Name

\_\_\_\_\_  
Agency/Business

\_\_\_\_\_  
Phone Number Email Address

\_\_\_\_\_  
Course Title

\_\_\_\_\_  
Course Dates Course Location

## GENERAL REASON FOR CANCELLATION:

SELECT ONE:  Refund  Transfer Payment  Have Not Paid

## IF REQUESTING A TRANSFER:

\_\_\_\_\_  
Transfer to Student Name Course Course Dates/Location

## IF REQUESTING A REFUND:

\_\_\_\_\_  
Make Check Payable To Attention

\_\_\_\_\_  
Address 1

\_\_\_\_\_  
Address 2

\_\_\_\_\_  
City State/Province Zip/Postal Code

\_\_\_\_\_  
Country Submitted By

\_\_\_\_\_  
Special Instructions

\_\_\_\_\_  
Phone Number Email Address

\*To view the full registration and cancellation policy, please visit [nucps.northwestern.edu/rcpolicy](http://nucps.northwestern.edu/rcpolicy).