Administrative Application Withdrawals

This guide will cover:

- How to complete the process of an application withdrawal administratively.

**IMPORTANT:** Admitted students who wish to cancel their applications – and have not yet submitted an enrollment form – should be directed to the Radius Self Service Center where they can decline admission using the enrollment form provided.

**Step One**

Use the global search to locate the contact record of the applicant.

REMEMBER: You can search for a contact by using one of the following fields:
- Email (recommended)
- First and last name
- Date of birth
- Mobile number
- Contact street

TIP: Adding an asterisk to the end of a value in the search bar can expand your search if you are unsure of what name a student may have in the system. For example, searching for Matt* will find all records that contain the word “Matt,” including Matthew or Matthews.

**Step Two**

If necessary, add the Applications related information tab. Click the Related Information drop-down then select Applications.

**Step Three**

Select the application record being withdrawn. Either click on the Application Status link (Applied) -OR- Click on Action and select View.
Step Four

Click

Step Five

Navigate to the Application Status field and select Administrative Withdrawal.

* Application Status: Administrative Withdrawal

Step Six

If applicable, select a withdrawal reason in the Application Status Reason field.

Application Status Reason: Before application complete

Step Seven

Click

Click