

**UNDERGRADUATE WITHDRAWAL PETITION**

**IMPORTANT: The CCS student deadline for submission is the last day of the quarter. The deadline for all other undergraduate submissions is the last day of instruction for the quarter. Read all the information on the second page, complete the petition, obtain signatures 1-3 (4-8 if applicable) indicated below, and return to the Office of the Registrar. The date the completed petition is received by the Office of the Registrar is the official withdrawal date.**

Name \_\_\_\_\_ Perm # \_\_\_\_\_  
Last First Middle

Petition for:  Fall \_\_\_\_\_  Winter \_\_\_\_\_  Spring \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
Year Year Year

Reason for Withdrawal:  Personal  Medical  Financial  Academic  Military/Call to Active Duty  
(select the one that is most applicable)

**I hereby petition for a complete withdrawal from the university and have read and understand the following terms:**

- I understand this petition will not be processed until I have secured the necessary signatures and returned the petition to the Office of the Registrar.
- I understand that any registration I may have completed for a future quarter will be canceled. I understand that I must file a separate readmission/reinstatement application prior to returning to UCSB in accordance with the published deadlines. For additional information on the readmit or reinstatement process go to: <http://registrar.sa.ucsb.edu/registration-enrollment/registration-enrollment/readmission-reinstatement>.
- **I understand that my withdrawal date may affect financial aid I have received for the quarter. I understand all questions concerning how a complete withdrawal will affect my financial aid should be directed to the Financial Aid Office. I have referred to their withdrawal information page, "Withdrawing from the University" at <http://www.finaid.ucsb.edu/Withdrawing.aspx>.**
- The date this completed petition is received by the Office of the Registrar is the official withdrawal date.

**Newly Matriculated Students:** If my withdrawal occurs during my first quarter as a newly admitted student *and* prior to or on the **15<sup>th</sup>** day of instruction, I will not qualify for readmission. Under this condition I understand that I must reapply to the University through the regular undergraduate admission process and adhere to the published deadlines.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

◇ **This student's College approves a Readmission application to be submitted by the student for the following term despite the passage of the deadline. However, submission of the application does not presume automatic approval of readmission to the university.**

YES  NO  N/A \_\_\_\_\_ Qtr/Year \_\_\_\_\_ College Official Initials

**Required Signatures:**

1) **Billing/Accounts Receivable**, 1212 SAASB Date \_\_\_\_\_  
2) **College Office**, (L & S/ Engineering/ Creative Studies) Date \_\_\_\_\_  
3) **Student Health Services, Insurance Advisor**, 1708F Bldg 588 Date \_\_\_\_\_

**Required if Applicable to your Student Status:**

4) **International Students**, 3130 SRB Date \_\_\_\_\_  
5) **EOP Counselor**, 2210 SRB Date \_\_\_\_\_  
6) **Veterans Certifying Official**, 2103 SAASB Date \_\_\_\_\_  
7) **University and Community Housing, UCen 3151** Date \_\_\_\_\_  
8) **Intercollegiate Athletics Compliance**, ICA Bldg Date \_\_\_\_\_

**Office of the Registrar Use Only:**

Received By \_\_\_\_\_ Official Withdrawal Date \_\_\_\_\_ Posted By \_\_\_\_\_ Posted Date \_\_\_\_\_

# UNDERGRADUATE WITHDRAWAL PETITION INSTRUCTIONS

## *IMPORTANT INFORMATION – READ CAREFULLY*

Complete all required information on the first page and return the petition to the Office of the Registrar. By signing the first page of this petition, you confirm that you understand the impact a withdrawal will/may have on your University records. It is your responsibility to seek advice or obtain signatures, if applicable, from the appropriate campus office listed below.

- All students must obtain signatures from Billing/Accounts Receivable, your College Advising Office, and Student Health Services. If applicable, obtain signatures from the other offices listed on the first page.
- Financial Aid recipients, please be advised that the official withdrawal date may affect the financial aid awarded for the quarter of withdrawal. For information on how a withdrawal affects awarded aid, please visit the Office of Financial Aid and Scholarships prior to submitting this petition. Information can be found at <http://www.finaid.ucsb.edu/Withdrawing.aspx>.
- All library books and university-owned equipment must be returned prior to withdrawal. Additionally, arrangements must be made for any outstanding fees, loans, and fines. Failure to do so will block requests for an official transcripts or requests for readmission/ reinstatement.
- Students residing in university-owned residence halls and apartments should obtain a signature from University and Community Housing Services located in room 3151 at the UCen.
- International students must seek counseling and signature approval from the Office of International Students and Scholars regarding the effect of withdrawal on their visa status prior to submitting this petition.
- EOP students must seek counseling and signature approval from an EOP counselor.
- Students who purchased UC student health insurance coverage must obtain a signature from Student Health Services. Withdrawn students will automatically retain their insurance coverage for the remainder of the quarter as long as the quarterly premium is paid in full at the time of withdrawal. If the withdrawal occurs before the 43rd day of the quarter and the insurance has not been utilized at Student Health Services or off campus, the student may request a full premium refund by emailing [SHSinsurance@sa.ucsb.edu](mailto:SHSinsurance@sa.ucsb.edu) or by calling (805) 893-2592. Students who withdraw on or after the 43rd day of the quarter will retain coverage for the balance of the quarter. There is no refund for students who have received benefits before withdrawal.

NOTE: The date the completed petition is submitted to the Office of the Registrar is the official withdrawal date. If quarterly fees are paid at the time of withdrawal and a refund is allowed based on the schedule below, please make arrangements with Billing/Accounts Receivable (BARC) to have your refund direct deposited or mailed to you.

### REFUND SCHEDULES

#### *Schedule A*

New students receiving federal Title IV financial aid, who withdraw in their first quarter of attendance are eligible to receive the following percentage:\*

| <b>1st day<br/>or prior</b> | <b>2-7<br/>days</b> | <b>8-14<br/>days</b> | <b>15-21<br/>days</b> | <b>22-28<br/>days</b> | <b>29-35<br/>days</b> | <b>36-42<br/>days</b> | <b>43 days<br/>or over</b> |
|-----------------------------|---------------------|----------------------|-----------------------|-----------------------|-----------------------|-----------------------|----------------------------|
| 100%                        | 90%                 | 80%                  | 70%                   | 60%                   | 50%                   | 40%                   | 0%                         |

#### *Schedule B*

All continuing and returning students, and new students who do not receive federal financial aid are eligible to receive the following percentage:\*

| <b>1st day<br/>or prior</b> | <b>2-7<br/>days</b> | <b>8-18<br/>days</b> | <b>19-35<br/>days</b> | <b>36 days<br/>or over</b> |
|-----------------------------|---------------------|----------------------|-----------------------|----------------------------|
| 100%                        | 90%                 | 50%                  | 25%                   | 0%                         |

\* Schedules refer to calendar days, including weekends.

