SUMMER SESSIONS
CANCELLATION/COMPLETE WITHDRAWAL
PETITION

Read Carefully:

• A cancellation refers to leaving the entire summer term prior to the start of your first session or prior to being in paid status.
• A withdrawal refers to leaving the entire summer term after your first session has begun and after you are in paid status. Complete withdrawals require signature approvals (see below).
• The date the completed petition is received by the Office of the Registrar is the official cancel or withdrawal date.
• UCSB International students must obtain signature approval from OISS to cancel or withdrawal.*

Name__________________________________________________________________________________________________
Last                        First                        Middle
Perf #______________________ Phone______________________ E-mail___________________________________________
UCSB Status: ☐ Undergraduate ☐ Graduate ☐ Summer Session Student Only
College: ☐ Letters & Science ☐ Engineering ☐ Creative Studies ☐ Graduate Division ☐ Not Applicable
Reason: ☐ Personal ☐ Medical ☐ Financial ☐ Academic ☐ Military/Call to Active Duty

CANCELLATION – Complete this section to cancel registration for the entire summer term.

I hereby petition to cancel my Summer Sessions registration.

________________________________________________________                                      __________________________________
Student Signature                             Date

* Required Signature for International Students Only:
______________________________________________________
Office of International Students (OISS), SRB 3130           Date

COMPLETE WITHDRAWAL – Complete this section if withdrawing from the summer term (see explanation above).

I hereby petition for a complete withdrawal from Summer Sessions 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 physical activities equipment and all library books, must be returned, and arrangements made for payments of all fees and fines. If I fail to do so, my official transcript will not be released.
• I understand Summer Session Fees are not refundable after the refund deadline.
• I understand I must return the validated registration sticker if my fees have been paid.
• I understand that my withdrawal date may affect financial aid I have received for summer session. I understand all questions concerning how a complete withdrawal will affect my financial aid should be directed to the Office of Financial Aid and Scholarships More information may be found on their “Withdrawing from the University” located at http://www.finaid.ucsb.edu/WithdrawingFromTheUniversity.asp.

____________________________________________________                __________________________________
Student Signature                                 Date

Required Signatures for Withdrawals Only:

1) Summer Sessions, 2214 SAASB                   Date
2) Billing/Accounts Receivable, 1212 SAASB       Date
3) College Advising (L&S/ COE/ CCS/ Grad Division) Date
4) *Office of International Students (OISS), SRB 3130    Date

Summer Sessions Use Only: ☐ Refund ☐ No Refund

Office of the Registrar Use Only:

Official Withdrawal Date: ____________ Posted By: ____________
Posted Date: ____________ Code: ☐ C ☐ W