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 (4-7 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 # ____________________

Petition for: ☐ Fall Year ☐ Winter Year ☐ Spring Year Phone _________________ E-mail _______________________

Reason for Withdrawal: ☐ Personal ☐ Medical ☐ Financial ☐ Academic ☐ Military/Call to Active Duty

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: www.registrar.ucsb.edu/read_rein.htm.

• 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 the 16th 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 _____________

4) International Students, 3130 SRB Date _____________

5) EOP Counselor, 2210 SRB Date _____________

6) Veterans Certifying Official, 1101 SAASB Date _____________

7) Housing and Residential Services, 1501 Residential Svcs Bldg Date _____________

Office of the Registrar Use Only: Received By _____________ Official Withdrawal Date _____________ Posted By _____________ Posted Date _____________

2/11/2014 SS
UNDERGRADUATE WITHDRAWAL PETITION

Complete all required information on the first page. Return the completed form to the Office of the Registrar. By signing the first page of this form, you certify your understanding of the impacts of withdrawal on all aspects below.

All students must obtain signatures from Billing/Accounts Receivable, your College Office, and Student Health Services. Financial Aid recipients, please be advised that your withdrawal date may affect the financial aid you have received for the quarter you are intending to withdraw from. For further information on how withdrawal affects Financial Aid, please visit http://www.finaid.ucsb.edu/Withdrawing.aspx.

All library books, physical activities and other equipment must be returned; arrangements must be made for payments of all fees, loans, and fines. If you fail to do so, official transcripts can not be released, and requests for readmission/ reinstatement may not be approved.

Students residing in university-owned Residence Halls should obtain a signature from Housing and Residential Services. Students living in Single Student apartments (Westgate, El Dorado, and Santa Ynez) or Family Student Housing (West Campus or Storke Apartments) should obtain signature from the Contracts Office at Santa Ynez apartments, 6750 El Colegio Road.

International students must seek counseling on the affect of withdrawal on their status and obtain a signature from the Office of International Students and Scholars.

EOP students must seek counseling on withdrawal and obtain a signature from an EOP counselor.

If student health insurance (Gaucho Health Insurance) was purchased, please note: Students who withdraw before the 43rd day of the term may: 1) elect not to have the cost of student health insurance refunded and maintain the insurance coverage through the balance of that term, provided full payment was made and the student was covered under student health insurance as a registered student in the immediately preceding term (except for students new to UCSB); or 2) choose to receive a full refund of premium and coverage will be cancelled as though it was never in effect for that term. For students who withdraw on or after the 43rd day of the term, coverage will remain in effect for the balance of that term and no refund will be allowed.

This provision only applies to students who have an officially designated status of WITHDRAW. Cancelled or lapsed students are not eligible to maintain coverage under Gaucho Health Insurance. Please note students who maintain Gaucho Health Insurance coverage after withdrawal are still subject to the Student Health Referral Requirement. Students who have utilized their insurance at Student Health Services or outside of the campus at any time during the term are not eligible for a refund of their insurance premium (regardless of when withdrawal occurs).

The date the completed petition is submitted to the Office of the Registrar is your official withdrawal date. If you have paid fees and are eligible for a refund, please make arrangements with Billing/Accounts Receivable 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:*  

<table>
<thead>
<tr>
<th>1st day or prior</th>
<th>2-7 days</th>
<th>8-14 days</th>
<th>15-21 days</th>
<th>22-28 days</th>
<th>29-35 days</th>
<th>36-42 days</th>
<th>43 days or over</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>90%</td>
<td>80%</td>
<td>70%</td>
<td>60%</td>
<td>50%</td>
<td>40%</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Schedule B**

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

<table>
<thead>
<tr>
<th>1st day or prior</th>
<th>2-7 days</th>
<th>8-18 days</th>
<th>19-35 days</th>
<th>36 days or over</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>90%</td>
<td>50%</td>
<td>25%</td>
<td>0%</td>
</tr>
</tbody>
</table>

* Schedules refer to calendar days, including weekends.