

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.

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

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. **PLEASE CHECK ALL BOXES APPLICABLE TO YOUR STUDENT STATUS TO VERIFY CORRECT SIGNATURES HAVE BEEN OBTAINED.**

	REQUIRED OF ALL STUDENTS: <u>All students</u> must obtain signatures from Billing/Accounts Receivable, your College Advising Office, and Student Health Services.
	INTERNATIONAL STUDENTS: 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: EOP students must seek counseling and signature approval from an EOP counselor.
	VETERANS: Students receiving Veterans Educational Benefits must contact the Veterans Certifying Official for advising before withdrawing.
	UNIVERSITY & COMMUNITY HOUSING: Students residing in university-owned residence halls and apartments must obtain a signature from University and Community Housing Services.
	ATHLETES: Student Athletes must obtain signature from Intercollegiate Athletics for advising before withdrawing.

* 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 by the end of the 43 day window. 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.

* 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.

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:*

1st day or prior	2-7 days	8-14 days	15-21 days	22-28 days	29-35 days	36-42 days	43 days or over
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:*

1st day or prior	2-7 days	8-18 days	19-35 days	36 days or over
100%	90%	50%	25%	0%

* Schedules refer to calendar days, including weekends.