



UNDERGRADUATE WITHDRAWAL

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, complete the form, attach a copy of your photo ID for authentication purposes, and sign the form. The date you sign this form will be used as your official withdrawal date.

Name _____

Perm # _____

Request for: Fall _____ Winter _____ Spring _____
Year Year Year

Phone _____

E-mail _____

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

Is your withdrawal related to COVID-19? Yes No

Please answer the following questions based on your status:

- My College is (choose one): _____
- I am an international student: Yes No
- I am an EOP student: Yes No
- I receive Veterans Benefits: Yes No
- I am an Intercollegiate athlete (NCAA): Yes No

READMISSION: If you plan to return to school the next academic quarter (i.e. withdrawing for the Fall and plan to return for the Winter).

Registration for all academic quarters will be cancelled at the time of withdrawal. Even if you are registered and paid for next quarter your classes will *not* be protected unless you request readmission by checking this box. Summer Sessions registration is excluded from automatic cancellation. Please be aware that a Spring withdrawal and a Fall readmission will require a \$70 non-refundable readmission fee billed to your BARC account. The \$70 readmission fee is not charged for Fall to Winter or Winter to Spring withdrawal/readmission. Summer Sessions does not require readmission.

By checking this box, I am requesting consideration by my college for readmission for the next quarter after my term of withdrawal. I understand my request does not presume automatic approval for readmission. I will update my contact information and monitor my GOLD account for the status of my readmission.

By checking this box, I acknowledge that I am not applying for readmission at this time and that I must submit a Request for Undergraduate Readmission or Reinstatement for a future quarter by the due date listed on the Office of the Registrar website.

I hereby request a complete withdrawal from the university and have read and understand the following terms:

- I understand this form will not be processed until all required offices have signed and the completed form is received by the Office of the Registrar. By signing this form, I confirm that I understand the impact a withdrawal will/may have on my University records. It is my responsibility to seek advice or obtain signatures, if applicable, from the appropriate campus office listed below.
- 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>.
- **Newly Matriculated Students:** If my withdrawal occurs prior to the first day of instruction of my first quarter, 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.

- 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 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.** 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. **I have referred to their withdrawal information page, “Withdrawing from the University” at <https://www.finaid.ucsb.edu/withdrawing>.**
- **I understand that my withdrawal date may affect my eligibility to remain in University Housing.** Students residing in university-owned residence halls and apartments should contact University and Community Housing Services located in room 3151 at the UCen.
 - I acknowledge I have read this section on University Housing and I understand that I should contact University and Community Housing Services if I have questions about how my withdrawal impacts my housing.
- Students who purchased UC student health insurance coverage must contact 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. 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.
 - I acknowledge I have read this section on UC student health insurance and I understand that I must contact Student Health Services to request a refund.
- 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.
- EOP students must seek counseling and signature approval from an EOP counselor.
- NCAA student athletes must seek counseling and signature approval from an ICA compliance representative regarding the effect of withdrawal on their eligibility.
- Student receiving VA benefits must seek counseling and signature approval from the campus certifying official regarding the effect of withdrawal on their current and future benefits.
- The date the completed form 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. **Please allow two weeks for processing of this form and refund, if any.**

 Student Signature

 Date

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.

Signatures:

1) **Billing/Accounts Receivable**, barc.info@bfs.ucsb.edu _____ Date _____

2) **College Office**, _____ Date _____
Creative Studies: info@ccs.ucsb.edu / Engineering: coe-info@engineering.ucsb.edu / Letters & Science: academic_advising@ltsc.ucsb.edu

◇ **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

3) **International Students**, OISS@sa.ucsb.edu _____ Date _____

4) **EOP Counselor**, EOP@sa.ucsb.edu _____ Date _____

5) **Veterans Certifying Official**, sa-finavidveterans@ucsb.edu _____ Date _____

6) **Intercollegiate Athletics Compliance**, Sean.Strauch@athletics.ucsb.edu _____ Date _____

Cc: University & Community Housing

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

