

6. Withdrawal, Leave of Absence, and Readmission

Leave of Absence

- Leave of Absence Key Points

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- The \$60 LOA fee, added to your UCSC account, is nonrefundable and nontransferable.
- In general, the college will approve LOA status for students who have completed at least one quarter at UCSC and who are making satisfactory progress towards a degree.
- Students requesting LOA status after the completion of a quarter must do so prior to the start of the next quarter or the withdrawal refund schedule applies. Retroactive LOA is not an option.
- Campus services available to students on leave of absence include access to your UCSC email and portal. LOA services are also available through *Family Student Housing*, the *Career Center*, *Community Rentals*, and *OPERS*. Some offices may charge an additional service fee. Students should also contact *Transportation and Parking Services* to determine transit and parking pass eligibility while on leave.
- For the first quarter of the leave, students in LOA status are eligible to purchase the undergraduate health insurance (for information, call 459-2389) and may be seen at the Health Center and use pharmacy services on a fee-for-services basis.
- During the LOA, you may not take UCSC classes. Contact your College academic adviser if you want to enroll in Summer Session at a UC campus.
- If you attend another institution during your absence, an official transcript of the work must be sent to UCSC, addressed to the *Office of the Registrar*.
- To extend your LOA up to a total of six quarters, contact your College academic adviser before your approved return term.
- You are encouraged to keep your student ID card in a safe place during your absence from campus. If you lose it, you will be required to pay for a new card (currently a \$20 fee) upon returning to campus.
- Remember to meet the March 2 FAFSA deadline and the June 1 supporting document deadline each year to be considered for all forms of aid available when you return. Contact the *Financial Aid Office* for more information.
- During Advising Week of your return quarter check the *MyUCSC* portal for the Schedule of Classes, your enrollment appointment and any enrollment holds.
- If you move, update your address(es) on the UCSC portal.
- There is a different process and application for an LOA for non-UC study abroad purposes. For more information, see the web site *Non-UC Study Abroad* (<http://oie.ucsc.edu/sa/non-uc.shtml>).