

6. Withdrawal, Leave of Absence, and Readmission

Withdrawal from the University

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Withdrawal from the University

Due to unexpected circumstances, some students need to withdraw during a quarter while others choose to leave or take a break from their studies after completing the quarter. Students who plan to return to UCSC may request Leave of Absence (LOA) status. LOA status is the advance approval to enroll at UCSC in a future quarter. Some University services are available to students in LOA status. The \$60 LOA fee is nonrefundable and nontransferable.

Note: If before the quarter begins, you decide not to attend UCSC, you must notify the Office of the Registrar (see *If You Decide Not to Attend*, page 25).

Before you initiate a withdrawal or decide to take a break in your studies

Consider the financial implications of withdrawing during a quarter. (See *below*.) If you live in campus housing or have a parking permit, inquire at the appropriate office for the related refund or adjustment policy.

Financial aid recipients are encouraged to talk to a financial aid adviser before initiating a withdrawal.

Dependent students should discuss the decision to withdraw with their parents.

Consider the academic implications. Discuss your options with your academic adviser and your instructors. Withdrawing from a class or arranging with an instructor for an incomplete (I grade notation) may be better alternatives.

If You Decide to Withdraw and/or Request a LOA

File the *Petition for Undergraduate Withdrawal/Leave of Absence* at your college office. If a Leave of Absence is requested but not approved, the College academic advising staff will explain your conditions for readmission. See *Readmission*, page 90. Your withdrawal or leave does not become official until the petition is filed with the college. It is presumed that no university services are provided to you after withdrawal, with the exception of leave of absence benefits. After the fifth week of the quarter, withdrawals from the university are only approved for documented medical or emergency reasons, but students can request W grades. (See *Withdrawal from a Course*, page 60.)

Withdrawal for Medical Reasons (after fifth week of the quarter)

If the need to withdraw after the fifth week of the quarter is medically based (including psychiatric), contact your college to obtain a *Request for Medical Information* form, which is then completed by either a clinician at the Student Health Center (if the student has been under a campus clinician's care) or by the student's off-campus physician/psychiatrist. (This form is also available online at advising.ucsc.edu/student.) The health care provider will estimate the duration of the illness or injury and specify the student's ability to resume studies. Return this form directly to the college. The college must have both the *Request for Medical Information* form and a *Petition for Undergraduate Withdrawal/Leave of Absence*, signed by the student, in order to process the medical withdrawal. For more information, please consult your college academic adviser or preceptor. Please also refer to *Readmission After Medical Withdrawal* (page 90).

Financial Implications of Withdrawal

The effective date for determining a refund of fees is the date of the student's official notice of withdrawal from the university, normally the date the student first notifies his or her college of the need to withdraw during the quarter.

Financial Aid Recipients

If you withdraw after receiving financial aid, you may be billed for some or all of the aid you received. See UCSC Financial Aid Policies for Midterm Withdrawals (<http://www2.ucsc.edu/fin-aid/withdrawals.shtml>)

Schedule of Refunds

Through the first day of instruction, fees are adjusted as follows:

- New students: all fees reversed except the nonrefundable \$100 Statement of Intent to Register fee.
- Continuing and reentering students: all fees reversed except a \$10 service fee.

If the effective date is after the first day of instruction, fees are adjusted according to the schedule below that refers to the elapsed calendar days beginning with the first day of instruction. For the actual dates, see the Refund Schedule (at the *Searchable Schedule of Classes web page* (<http://gazos.ucsc.edu/soc/index.cfm>), click on "Registration Information").

Days 0–1	100%
Days 2–7	90%
Days 8–18	50%
Days 19–35	25%
Days 36 or more	0%

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Percentages listed are applied to University Registration Fee, Nonresident Tuition, Educational Fee, and the UCSC campus fees. **Note:** There is a different schedule of refunds for new students receiving federal financial aid who withdraw during their first quarter. This schedule is available at budget.ucop.edu/fees.html.

Deferred Payment Plan

If you contracted for the *Deferred Payment Plan (DPP)*, and you withdraw before completing all your installments, you may still owe registration fees as determined by your date of withdrawal. After filing your withdrawal petition, call Student Business Services at 459-2107 for more information.

Refund of Fees

If you qualify for a refund, it will be issued approximately three weeks after the completed petition is filed at the college and after any financial aid has been adjusted. Any outstanding debts to the university are first deducted. For students who have authorized an electronic funds transfer (EFT), the refund is issued in the form of an EFT; otherwise, a check is mailed to your mailing address.

A full refund of the registration fees is granted to a student entering the U.S. armed forces or called to active duty during the quarter.

Notation on Your Official Academic Record

When you file a petition to withdraw during a quarter, no courses will show for that quarter on your official academic record. The following notation will be posted where the courses would appear: Withdrawn (effective date). LOA status does not appear on the Official Academic Record.