



## Instructions

Students who have paid their fees may be eligible to withdraw from a term after it has begun if they have not completed any of their registered classes. Provide the information requested and obtain the appropriate signatures. **Undergraduate Students** should submit form to College or school student services/counseling services office. Engineering students should take form to 1113 Murphy Hall after school signature is obtained. **Graduate Students** may obtain Fellowships and Financial Services signature at 1228 Murphy Hall. Submit form to Graduate Division, 1255 Murphy Hall.

Failure to attend classes, neglect of courses, or stopping payment on checks tendered for registration (\$50 fee), does not constitute notice of withdrawal and may result in the assignment of failing grades. See page 3 for refund information.

## Additional Information

1. Students who received financial aid for the term from which he or she is withdrawing may be billed for all or a portion of the aid received. The Financial Aid and Scholarships Office notifies students of the amount of aid that must be returned to the respective financial aid program(s). The amount of financial aid that must be returned differs from the amount of the fee refund. Students who received departmental aid should consult the department to determine if they are required to repay all or a portion of the departmental aid received. Students may contact the Financial Aid and Scholarships Office, A129J Murphy Hall, if they have additional questions.
2. Parking permit holders may be entitled to a refund. Return decal and card key to Parking Services, Strathmore Building–Structure 8, 555 Westwood Plaza, Suite 100, Los Angeles, CA 90095-1360, (310) 825-9871.
3. UCLA On-Campus Housing or University Apartments North residents must meet with their Resident Director or Rental Coordinator to request an Appeal for Termination of Housing Contract form. A copy of the Withdrawal Notice must be submitted with the Appeal for Termination of Housing Contract Form to the Housing Assignment Office in order to be properly released from the

housing contract. University Apartments South residents must submit a written 30-day Notice of Intent to Vacate to the rental office or online at <https://www.housing.ucla.edu/myhousing>.

4. Student athletes must obtain the approval of their athletic counselor in the Intercollegiate Athletics Department, Morgan Center, (310) 825-8699.
5. Students who are not citizens or permanent residents of the U.S. must consult with a counselor in the Dashew Center for International Students and Scholars, 106 Bradley International Hall, (310) 825-1681, regarding the effect of withdrawal on their eligibility to remain in the U.S. and their visa status.
6. Elected officers and appointed representatives of the Undergraduate Student Association or Graduate Student Association, whether or not they receive a stipend, must notify Student and Campus Life, 1104 Murphy Hall, (310) 825-6901, and their respective student association, of their withdrawal.

## Conditions for Readmission

Withdrawal Notices are processed by the student's college/school or the Graduate Division for validity of information and to establish the conditions for readmission or continuation.

**Undergraduates** An undergraduate student must apply for readmission only if absent for more than one quarter. The application is available at 1113 Murphy Hall. Thus, any undergraduate who withdraws, cancels, or does not register for any single quarter is considered a continuing student for the following term. EXCEPTION: Any new student who cancels in the first quarter of attendance is not considered continuing and must apply for admission to UCLA again.

**Graduate Students** Any graduate student who withdraws, cancels his/her registration, or does not register in any term must apply for readmission to the Graduate Division. The application is available at <https://grad.ucla.edu>.

**Professional School Students** (Law, Medicine, Dentistry) Any professional student who withdraws, cancels his/her registration, or does not register in any term must apply for readmission to the academic dean's office.

## Signatures

Your signature below indicates that you have read and understood the information on this sheet.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean's Deputy

\_\_\_\_\_  
Date

# UCLA Withdrawal Notice



## Student Information (please print clearly)

Full Name (Last, First Middle)			9-Digit UCLA ID
Current Mailing Address - Street			Home Telephone with Area/Country Code(s)
City	State	Zip/Postal Code	Country
E-mail Address			Province (Canada Only)
Year _____	Term	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer	
Last Date of Class Attendance		College/School	

## Reason for Withdrawal

Note: Refund is based on date this form is filed with College, school, or Graduate Division. If last date of attendance is prior to today's date, please explain the delay in notifying the University. If requesting an exception to the schedule of refunds, attach a written request for a specific refund and doctor's statement or other documentation pertaining to the delay in filing this withdrawal.

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IMPORTANT NOTICE: Approval of this Withdrawal Notice has no effect upon cases of alleged misconduct brought under the *UCLA Student Conduct Code (Code)*. It does not relieve the student of his or her responsibilities to comply with all *Code* provisions, such as meeting with the Office of Student Conduct or attending hearings. Moreover, such approval and/or readmission conditions, if any, may be superseded by sanctions imposed pursuant to the *Code*. Students may contact the Office of Student Conduct, 1104 Murphy Hall, (310) 825-3871, for more information.

Student Signature _____	Date _____
If under 18, parent or guardian signature also required _____	Date _____

## Graduate Student Only

Department/Program		Fellowships and Financial Services (1228 Murphy Hall)	
Dept Chair/Authorized Faculty Adviser Signature		Approval Signature	
Printed Name	Date	By (Printed Name)	Date

Readmission Conditions, if any       Clear       Probation       May not re-enter without permission of academic dean

Dean's Approval _____	Date _____
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## REGISTRAR USE ONLY

Withdrawal Code	Refund Percentage	
Withdrawal Date	Academic Action	Input to SRS



## Schedule of Refunds

Based on calendar days, beginning with the first day of instruction.

### NEW STUDENTS WHO RECEIVE FEDERAL FINANCIAL AID AND WITHDRAW DURING THEIR FIRST ACADEMIC TERM

Days	Quarter Refund	Semester Refund
0	100%	100%
1	100%	100%
2-7	90%	100%
8-14	80%	90%
15-21	70%	80%
22-28	60%	80%
29-35	50%	70%
36-42	40%	60%
43-49	0%	60%
50-56	0%	50%
57-63	0%	40%
64 or more	0%	0%

### CONTINUING AND READMITTED STUDENTS AND NEW STUDENTS WHO DO NOT RECEIVE FEDERAL FINANCIAL AID

Days	Quarter Refund	Semester Refund
0	100%	100%
1	100%	100%
2-7	90%	90%
8-11	50%	90%
12-14	50%	50%
15-18	50%	50%
19-21	25%	50%
22-27	25%	50%
28	25%	25%
29-35	25%	25%
36-53	0%	25%
54 or more	0%	0%

The schedule of refunds refers to calendar days, beginning with the first day of instruction. Percentages listed should be applied respectively to tuition, student services fee, and other student fees. The effective date for determining a refund of fees is the date the student files the Withdrawal Notice with the academic dean's office, and it is presumed that no University services will be provided to the student after that date. **NO CLAIM FOR REFUND WILL BE CONSIDERED UNLESS PRESENTED WITHIN THE FISCAL YEAR TO WHICH THE CLAIM IS APPLICABLE.**

### Service Fee

A \$10 service fee is deducted from all 100 percent refunds; for new students, the schedule of refunds is applied to the fees paid minus the nonrefundable acceptance of admission deposit.

### UCSHIP Refunds

Students who cancel registration and receive a 100 percent tuition refund also receive an automatic UCSHIP fee refund. UCSHIP coverage is not active for that term. Students who purchase UCSHIP; withdraw or take an official leave of absence; and receive a 100 percent tuition refund may request a UCSHIP fee refund, by e-mail from the Ashe Center insurance office at shsins@ashe.ucla.edu, before the end of the current term. Request must include student full name, UID number, birthdate, and reason for refund request. The UCSHIP office verifies that no plan benefits or services have been used before it considers any refund; verification may take up to 30 business days. No UCSHIP fee refund is granted if any claim has been paid. If approved, the refund

is processed through the BruinBill account approximately three to five days after approval. UCSHIP coverage is not active for that term. Students who purchase UCSHIP, withdraw, and receive less than a 100 percent tuition refund may not request a UCSHIP fee refund, because UCSHIP coverage remains active for that term.

### Voluntary Fees

Refund requests for voluntary fees, such as CALPIRG, should be made directly to the funded organization.

### Students in Self-Supporting Programs

The refund schedules shown may not apply to students in self-supporting programs. Students enrolled in one of these programs should consult their program adviser about refunds.

### Students Entering the U.S. Armed Forces

If no credit for courses is received, a full refund of registration fees for a regular session will be granted to all students entering the armed forces prior to the end of the sixth week of the quarter. No refund thereafter.

### Third Party Fee Payment

The University assumes no contractual or other obligation to any third party who pays any University fees on behalf of a student unless the University has expressly agreed thereto in writing. In this regard, no request for a refund of fees by such third party will be honored; and if the student withdraws from the University with a refund due, such refund will be paid to the student.