Office of the Registrar

University of California, Santa Cruz

Petition for Withdrawal / Leave of Absence

Please read the information below before submitting the petition.

Some students need to withdraw during a quarter while others withdraw after completing a 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 without applying for readmission. Some University services are available to students in LOA status. The filing fee is $70 and is nonrefundable and nontransferable. There is a separate procedure for requesting a LOA for the purposes of non-UC study abroad. See below.

Note: If before the quarter begins, you decide not to attend UCSC, notify the Office of the Registrar before instruction begins by using the Cancellation Notice at: http://reg.ucsc.edu/Forms/Cancellation_Notice.pdf.

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

- Consider the financial implications of withdrawing during a quarter. Dependent students should discuss the decision to withdraw with their parents.
- Financial aid recipients are encouraged to talk to a financial aid adviser about the implications of the withdrawal.
- If you live in campus housing or have a parking permit, inquire at the appropriate office for the related refund or adjustment policy.
- Students on approved withdrawal or leave of absence may be eligible to purchase voluntary insurance coverage for a limited period of time if they have also been enrolled in UC SHIP the quarter immediately preceding the approved withdrawal or leave of absence quarter. See http://healthcenter.ucsc.edu/billing/insurance.shtml for deadline and other information.
- Consider the academic implications. Discuss your options with an academic adviser at your college.

If You Decide to Withdraw and/or Request a LOA

- File the *Petition for Withdrawal/Leave of Absence* at your college office. If a Leave of Absence is requested but not approved, your college academic adviser will explain your conditions for readmission.
- 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 sixth week of the quarter, withdrawals from the university are only approved for catastrophic circumstances (documented medical, psychological, or family emergency).

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://financialaid.ucsc.edu/types-eligibility/special-circumstances/grad-loa-withdrawals.html

Note: The Petition for Withdrawal/Leave of Absence process may take up to 30 days to process if you have applied for financial aid.

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.
If the effective date is after the first day of instruction, fees are adjusted according to the University of California Schedule of Refunds, published at http://reg.ucsc.edu/Fees/fees.html

Note: There is a different Schedule of Refunds for new students receiving federal financial aid who withdraw during their first quarter.

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 after the completed petition is filed at the college and after any financial aid has been adjusted. 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 the mailing address. Allow at least 21 days after receipt of your payment by the UC Cashier before any refund is issued. 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.

International Students

If you are an F-1 visa holder, a Withdrawal or Leave of Absence will impact your legal status in the U.S. Before petitioning for LOA at your college, see http://ieo.ucsc.edu/intl-students/f1/withdrawal-cancellation-dismissal.html

Program Abroad (Non-UC)

If you are requesting a Leave of Absence to participate in an Independent study abroad program (non-UC, not EAP) you must submit this petition along with the Independent Program Abroad Information Form and Waiver of Liability, see http://ieo.ucsc.edu/programs-abroad/pre-departure/independent-programs.html

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TO BE COMPLETED BY THE STUDENT:

Name: Last First Middle _____ Student ID # _____

Mailing Address: Street _____ E-Mail Address: _____

City State Zip _____ Phone Number: _____

Official correspondence is mailed to the mailing address you maintain on the MyUCSC portal. It is your responsibility to keep all addresses, phone numbers and direct deposit information current on the portal. If you provide no direct deposit/EFT information, any refund is sent to the mailing address on the portal.

CHECK ONE:

OR ☐ I will withdraw from UCSC AFTER completing _____ Quarter 20___

☐ I need to withdraw DURING: _____ Quarter 20___

IF YOU HAVE SPECIFIC PLANS TO RETURN, REQUEST LOA STATUS (A $70 application fee will be added to your UCSC account if LOA is approved.):

☐ I request a Leave of Absence and I plan to return to UCSC

select one: ☐Fall 20___ ☐Winter 20___ ☐Spring 20___ ☐Summer 20___

Primary reasons for withdrawing or requesting a leave of absence:

☐Employment ☐Financial ☐Health ☐Military ☐Transferring out ☐Independent Program Abroad**

☐Other: _____

***If participating on an Independent Program Abroad, (non-UC, not EAP) you must also submit the Independent Program Abroad Information Form and Waiver of Liability, see instruction page.*

Check all that apply: ☐I'm an EOP student ☐I did not attend classes during the withdrawal quarter listed above

☐I'm in the U.S. on an F-1 visa ☐I'm insured with UC SHIP health insurance ☐I live in UCSC housing

☐I read the Petition for Withdrawal/Leave of Absence information sheet.

STUDENT SIGNATURE: _____ **DATE:** _____

COLLEGE USE ONLY:

Effective date of withdrawal: _____ LOA approved, returning: _____

The effective date is the date the student first notified the college of the need to withdraw. If date of college approval than the effective date, check to indicate that documentation is on file at college. ☐

If not LOA, conditions for readmission: _____

Notes: _____

☐Check if you are approving a revised LOA return date. New return quarter: _____ 20 _____.

Preceptor/Adviser Signature: _____ College: _____ Date: _____

REGISTRAR'S USE ONLY: VA benefits? ____ % _____ **Fees:** _____

FA? ____ XC to FAO: _____ FA adj completed: _____ **Adj** _____

Term Hist: ___ T/C: ___ Enr: ___ Term Del ___ P/P___ LOA Fee ___ LF ___ NES ___ **Net:** _____

Faxed to 9-2737: _____ (initial & date)

AIS _____

Housing _____

Student _____

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