

Form Instructions

Read all pages of this form. Complete the form information, and sign pages 1 and 2. Obtain all appropriate signatures. **Undergraduate student:** submit form to the College or school student services/counseling services office. **Engineering student:** obtain school signature, then submit form to Registrar's Office, 1113 Murphy Hall. **Graduate student:** obtain Fellowships and Financial Services signature at 1228 Murphy Hall, then submit form to Graduate Division, 1255 Murphy Hall.

General

Students who have paid term fees may be eligible to withdraw from that term after it has begun, if they do not complete any of the classes in which they enrolled. Failure to attend classes, coursework neglect, or stopping payment on checks tendered for registration fees does not constitute notice of withdrawal; and may result in assignment of failing grades. See page 3 for refund information.

Financial Aid

Students who received financial aid for the withdrawn term may be billed for some or all of the aid received. Financial Aid and Scholarships, A129J Murphy Hall, notifies students of the amount of aid that must be returned to the respective financial aid program(s). The return amount differs from the fee refund amount. Students who received departmental aid should contact the department to determine if they must repay some or all of the departmental aid received.

Housing

UCLA Housing residents who wish to terminate their housing contract must submit a copy of the Withdrawal Notice with an appeal letter to the Assignments Office. Submit the appeal to [Housing Services](#) by e-mail or in person at Sproul Hall.

Student Athletes

Student athletes must obtain approval from their Intercollegiate Athletics department counselor. Contact the Morgan Center, 310-825-8699.

Signatures

My signature below confirms that I have read and understand the information on this page.

Student Signature

Date

Dean's Deputy

Date

International Students

Students who are not U.S. citizens or permanent residents must consult with an international counselor about the effect of withdrawal on their eligibility to remain in the U.S., and its impact on their visa status. Contact Dashew Center for International Students and Scholars, 106 Bradley International Hall, 310-825-1681.

Student Government

Elected officers and appointed representatives of the Undergraduate Student Association or Graduate Student Association, whether or not they receive a stipend, must notify the Dean of Students office, 1104 Muprhy Hall, 310-825-4876; and their respective student association.

Conditions for Readmission

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

Undergraduate Student: A continuing undergraduate student who withdraws, cancels registration, or does not register for any single quarter is considered a continuing student for the following term. Such a student must apply for readmission to UCLA only if absent for more than one quarter. The [readmission application](#) is available online or at 1113 Murphy Hall. A new student who cancels in the first quarter of attendance is not considered continuing, and must apply for admission to UCLA again.

Graduate Student: A graduate student who withdraws, cancels registration, or does not register in any term must apply for readmission through the [Graduate Division](#).

Law, Medicine, or Dentistry Student: A professional student who withdraws, cancels registration, or does not register in any term must apply for readmission through the academic dean's office.

Student Information

Full Name (Last, First Middle)			9-Digit UCLA ID
Current Mailing Address – Street			Area/Country Code(s) + Home Telephone
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			
Last Date of Class Attendance		College/School	

Reason for Withdrawal

Refund is based on date this form is filed with the 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.

IMPORTANT NOTICE: Approval of this Withdrawal Notice has no effect on cases of alleged misconduct brought under the *UCLA Student Conduct Code (Code)*. Approval also does not relieve the student of responsibility to comply with all *Code* provisions, such as meeting with the Dean of Students or attending hearings. Moreover, such approval and/or readmission conditions, if any, may be superseded by sanctions imposed pursuant to the *Code*. Contact the Dean of Students Office, 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	
Dept Chair/Authorized Faculty Adviser Signature		Approval Signature	
Print Name	Date	By (Print Name)	Date

Dean

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

Dean Approval Signature	Date
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REGISTRAR USE ONLY

Withdrawal Code	Refund Percentage	
Withdrawal Date	Academic Action	Input to SRS

Refund Schedules

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%

Schedules are based on calendar days, not business days, beginning with the first day of instruction. Refund percentages are applied separately to tuition, student services fee, and other student fees. The effective date for determining a fee refund is the date the Withdrawal Notice is filed with the academic dean’s office. It is presumed that no University services will be available to the student after that date. No claim for refund is considered unless presented within the fiscal year to which the claim is applicable.

Service and Other Fees

A \$10 service fee is deducted from all 100 percent refunds. For new students, the schedule percentage applies to fees paid less 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. For these students, 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](#), before the end of the current term. Request must include student full name, UID number, birthdate, and reason for refund. The office verifies that no plan benefits or services have been used before it considers any refund; verification may take up to 30 business days. A refund is not granted if any claim has been paid. If approved, the refund is processed through BruinBill approximately three to five days after approval. For these students, 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.

Parking Permits

Parking permit holders may be entitled to a prorated refund. Use the [Bruin ePermit portal](#) permit return option. See the website for fee and refund schedule information, or contact Parking Services, 100 Strathmore Building, 310-825-9871.

Voluntary Fees

Request a refund of voluntary fees, such as CALPIRG, directly from the funded organization.

Self-Supporting Programs

The refund schedules shown may not apply to self-supporting programs. Students enrolled in these programs should consult with the program adviser about refunds.

Entry into U.S. Armed Forces

If no course credit is received, a full refund of regular-session registration fees will be granted to all students entering the U.S. armed forces before the end of the sixth week of the term. No refund is granted 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. If a student withdraws from the University with a refund due, such refund will be paid only to the student.