

## Refunds 2012-13

Under the conditions described below, some UCLA students may be eligible for a full or partial refund of fees paid. See also "Financial Aid" in the **Financial Support** section

**Cancellation of Registration.** Prior to the first day of instruction, students may cancel registration by mailing a written notice to the Enrollment and Degree Services Office, Attn: Cancellation Clerk, 1113 Murphy Hall, UCLA, Box 951429, Los Angeles, CA 90095-1429. Refund is as follows: new students receive a 100 percent refund for fees paid except for the nonrefundable acceptance of admission fee and a service fee; all other students receive a 100 percent refund for fees paid minus the service fee. See "Miscellaneous Fees" for service fee information.

**Withdrawal.** Students who withdraw from the University during the course of a term must file an acceptable Notice of Withdrawal form. Undergraduates may obtain this form at the office of the academic dean. Graduate students may obtain it from their respective departments.

Failing to attend classes, neglecting courses, or stopping payment on checks tendered for registration does not constitute notice of withdrawal. A fine is assessed if any check for registration fees payment is returned by a bank for any reason, including stopped payment or insufficient funds. If no credit for courses is received, a full refund of the student services fee for the regular session is granted to all students entering the armed forces prior to the end of the sixth week of the term, with no refund thereafter.

### Schedule of Refunds

A percentage of the registration fees paid is refunded according to the calendar date on which the official Notice of Withdrawal or Leave of Absence form is submitted to the academic dean.

**Service Fee and Nonrefundable Fees.** A 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 fee and the service fee. Fees paid by new Dentistry, J.D., M.B.A., and S.J.D. students are refunded except for their respective nonrefundable acceptance of admissions deposit. Registration fee refunds take one to two weeks to process. See "Miscellaneous Fees" for service fee information.

**UCSHIP Benefits.** There is no automatic refund of the UCSHIP fee. Students who cancel registration and receive a 100 percent refund and who purchased UCSHIP lose all UCSHIP coverage and benefits for the entire term. For students who withdraw, the UCSHIP policy remains in effect for the remainder of the term and refunds are calculated on the remainder of their registration fees minus the UCSHIP fee.

To request a full UCSHIP refund, contact the Ashe Student Health Center insurance office at [insurshs@ashe.ucla.edu](mailto:insurshs@ashe.ucla.edu) before the end of the current term. Include the student's full name, UID number, date of birth, and reason for the refund request. The UCSHIP office will verify that no benefits have been accessed and no plan services have been used before any refund is considered. This process may take up to 30 days to complete. No refund of UCSHIP fees will be granted if any claim has been paid.

**Sponsored Students, Deferrals, and Waivers.** If a sponsored student (on financial aid) pays registration fees with personal funds, a refund is initiated automatically through BruinBill. Students who initially pay registration fees with financial aid, a fee deferral, or a fee waiver, and subsequently cancel or withdraw, do not receive a cash refund and may be liable for repayment of registration fees.

The schedule of refunds is applied to the fee paid as follows:

### Fall Quarter 2012 Schedule of Refunds

All Other Students		New Students Who Receive Federal Financial Aid	
100%	On or before September 27	100%	On or before September 27
90%	September 28 to October 3	90%	September 28 to October 3
50%	October 4 to 14	80%	October 4 to 10
25%	October 15 to 31	70%	October 11 to 17
0%	On or after November 1	60%	October 18 to 24
		50%	October 25 to 31
		40%	November 1 to 7
		0%	On or after November 8

### Winter Quarter 2013 Schedule of Refunds

All Other Students		New Students Who Receive Federal Financial Aid	
100%	On or before January 7	100%	On or before January 7
90%	January 8 to 13	90%	January 8 to 13
50%	January 14 to 24	80%	January 14 to 20
25%	January 25 to February 10	70%	January 21 to 27
0%	on or after February 11	60%	January 28 to February 3
		50%	February 4 to 10
		40%	February 11 to 17
		0%	on or after February 18

### Spring Quarter 2013 Schedule of Refunds

All Other Students		New Students Who Receive Federal Financial Aid	
100%	On or before April 1	100%	On or before April 1
90%	April 2 to 7	90%	April 2 to 7
50%	April 8 to 18	80%	April 8 to 14
25%	April 19 to May 5	70%	April 15 to 21
0%	On or after May 6	60%	April 22 to 28
		50%	April 29 to May 5
		40%	May 6 to May 12
		0%	On or after May 13