

## Refunds 2003-04

### **Withdrawal**

Students who withdraw from the University during the course of a term must file an acceptable Notice of Withdrawal or graduate Leave of Absence form. The form containing complete instructions is issued at the office of your academic dean (undergraduates) or in your department (graduates).

Failing to attend classes, neglecting courses, or stopping payment on checks tendered for registration does not constitute notice of withdrawal. A \$60 fine is assessed if any check for registration fee 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 University registration 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.

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.

The schedule of refunds is applied to the fee paid.

### **Financial Aid -- Withdrawal and Cancellation**

Students who decide not to enroll for one or more terms must notify the Financial Aid Office, A129J Murphy Hall. Students are not entitled to receive financial aid for those terms.

For students who withdraw for a term, the Return of Federal Aid policy determines the amount of financial aid they are eligible to keep for that term. The calculation is based on the date students submit the official withdrawal form to their College/school or department.

The amount of financial aid students are entitled to keep is prorated based on the number of days they were enrolled. Any financial aid received in excess of the prorated eligibility must be repaid. Students who have completed 60 percent of the enrollment period at the time they withdraw are not required to return any funds for the term.

For more information about the exact amount of financial aid students are eligible to keep after withdrawal, consult the *Guide to Withdrawing and the Return of Federal Aid*, available in the Financial Aid Office.

For students who receive an administrative cancellation for a term, all financial aid for the effected term is cancelled. They are not entitled to receive any funds for the term and are expected to repay any amount received.

Students who withdraw or are cancelled for a term may have to reapply for Stafford and/or PLUS loans. They should contact the Financial Aid Office and indicate the term they plan on returning to UCLA.

### Fall Quarter 2003 Schedule of Refunds

Continuing and Readmitted Students and New Students Who Do Not Receive Financial Aid		New Students Who Receive Federal Financial Aid	
100%	On or before September 25	100%	On or before September 25
90%	September 26 to October 1	90%	September 26 to October 1
50%	October 2 to 12	80%	October 2 to 8
25%	October 13 to 29	70%	October 9 to 15
0%	On or after October 30	60%	October 16 to 22
		50%	October 23 to 29
		40%	October 30 to November 5
		0%	On or after November 6

### Winter Quarter 2004 Schedule of Refunds

Continuing and Readmitted Students and New Students Who Do Not Receive Financial Aid		New Students Who Receive Federal Financial Aid	
100%	On or before January 8	100%	Before January 8
90%	January 9 to 14	90%	January 8 to 14
50%	January 15 to 25	80%	January 15 to 21
25%	January 26 to February 11	70%	January 22 to 28
0%	On or after February 12	60%	January 29 to February 4
		50%	February 5 to 11
		40%	February 12 to 18
		0%	On or after February 19

### Spring Quarter 2004 Schedule of Refunds

Continuing and Readmitted Students and New Students Who Do Not Receive Financial Aid		New Students Who Receive Federal Financial Aid	
100%	On or before April 5	100%	Before April
90%	April 6 to 11	90%	April 5 to 11
50%	April 12 to 22	80%	April 12 to 18
25%	April 23 to May 9	70%	April 19 to 25
0%	On or after May 10	60%	April 26 to May 2
		50%	May 3 to 9
		40%	May 10 to 16
		0%	On or after May 17