

Refunds 2011-12

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 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.

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

Fall Quarter 2011 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 22	100%	On or before September 22
90%	September 23 to 28	90%	September 23 to 28
50%	September 29 to October 9	80%	September 29 to October 5
25%	October 10 to 26	70%	October 6 to 12
0%	On or after October 27	60%	October 13 to 19
		50%	October 20 to 26
		40%	October 27 to November 2
		0%	On or after November 3

Winter Quarter 2012 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 9	100%	On or before January 9
90%	January 10 to 15	90%	January 10 to 15
50%	January 16 to 26	80%	January 16 to 22
25%	January 27 to February 12	70%	January 23 to 29
0%	on or after February 13	60%	January 30 to February 5
		50%	February 6 to 12
		40%	February 13 to 19
		0%	on or after February 20

Spring Quarter 2012 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 2	100%	On or before April 2
90%	April 3 to 8	90%	April 3 to 8
50%	April 9 to 19	80%	April 9 to 15
25%	April 20 to May 6	70%	April 16 to 22
0%	On or after May 7	60%	April 23 to 29
		50%	April 30* to May 6
		40%	May 7 to 13
		0%	On or after May 14

* Typographical error (April 20) as originally published has been corrected to reflect actual operational practice.

Fall Semester 2011 (School of Law) 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 August 15	100%	August 15 to 21
90%	August 16 to 25	90%	August 22 to 28
50%	August 26 to September 10	80%	August 29 to September 11
25%	September 11 to October 6	70%	September 12 to 18
0%	On or after October 7	60%	September 19 to October 2
		50%	October 3 to 9
		40%	October 10 to 16
		0%	On or after October 17

Spring Semester 2012 (School of Law) 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 9	100%	January 9 to 15
90%	January 10 to 19	90%	January 16 to 22
50%	January 20 to February 4	80%	January 23 to February 5
25%	February 5 to March 1	70%	February 6 to 12
0%	On or after March 2	60%	February 13 to 26
		50%	February 27 to March 4
		40%	March 5 to 11
		0%	On or after March 12