

## Refunds 2015-16

Under the conditions described below, some UCLA students may be eligible for a full or partial refund of fees paid.

### Cancellation of Registration

Prior to the first day of instruction, students may cancel registration by completing and submitting a Cancellation of Registration form, available **online**. 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.) A student who purchased the University of California Student Health Insurance Plan (UCSHIP), cancels registration, and receives a 100 percent refund loses all UCSHIP coverage and benefits for the term.

New students who cancel must file a new application for admission if they wish to return to UCLA (admission is not guaranteed).

### Withdrawal

Students who withdraw from the University once instruction begins must file an acceptable Withdrawal Notice 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 Withdrawal Notice 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., 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. A student who purchases UCSHIP, withdraws, and receives a less than 100 percent refund may not request a UCSHIP refund because UCSHIP coverage remains active for the term. A student who purchases UCSHIP, cancels registration, and receives a 100 percent refund loses all UCSHIP coverage and benefits for the term.

To request a UCSHIP refund, eligible students must contact the **Ashe Center insurance office** by e-mail before the end of the current term. Include full student name, UID number, date of birth, and reason for 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 business days to complete. No UCSHIP refund is granted if any claim has been paid. If approved, the refund is processed through BruinBill approximately three to five working days after receipt of request.

**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 2015 Schedule of Refunds

All Other Students		New Students Who Receive Federal Financial Aid	
100%	On or before September 24	100%	On or before September 24
90%	September 25 to 30	90%	September 25 to 30
50%	October 1 to 11	80%	October 1 to 7
25%	October 12 to 28	70%	October 8 to 14
0%	On or after October 29	60%	October 15 to 21
		50%	October 22 to 28
		40%	October 29 to November 4
		0%	On or after November 5

### Winter Quarter 2016 Schedule of Refunds

All Other Students		New Students Who Receive Federal Financial Aid	
100%	On or before January 4	100%	On or before January 4
90%	January 5 to 10	90%	January 5 to 10
50%	January 11 to 21	80%	January 11 to 17
25%	January 22 to February 7	70%	January 18 to 24
0%	on or after February 8	60%	January 25 to 31
		50%	February 1 to 7
		40%	February 8 to 14
		0%	on or after February 15

### Spring Quarter 2016 Schedule of Refunds

All Other Students		New Students Who Receive Federal Financial Aid	
100%	On or before March 28	100%	On or before March 28
90%	March 29 to April 3	90%	March 29 to April 3
50%	April 4 to 14	80%	April 4 to 10
25%	April 15 to May 1	70%	April 11 to 17
0%	On or after May 2	60%	April 18 to 24
		50%	April 25 to May 1
		40%	May 2 to 8
		0%	On or after May 9