



If you are thinking of withdrawing from the university, there are a few things you need to know.

You may submit your completed and signed Cancellation/Withdrawal form in person, by fax or by mail but you should be aware that the date of any refund or charges will be determined by the date the form is received in the Office of the University Registrar, in 12 Mrak Hall.

- In person: Bring your completed and signed Cancellation/Withdrawal form to 12 Mrak Hall. The Office of the University Registrar is not open on weekends or holidays.
- By Fax*: (530) 752-6906. You will be notified via e-mail that your fax has been received within one (1) business day of receipt. If you do not receive an e-mail confirmation, it is your responsibility to follow up to verify that your Cancellation/Withdrawal form has been received in the Office of the University Registrar.
- By Mail*: Mail to Office of the University Registrar, One Shields Avenue, Davis, CA 95616-8692. The effective date is the date the form is received in the Office of the University Registrar. Postmarks will not be used to determine the effective date.

***Note:** the Office of the University Registrar is not responsible for faxed or mailed forms that do not arrive in our office, nor will dates of receipt be adjusted for students who claim a form was mailed or faxed but was not received. A student signature is required on all Cancellation/Withdrawal forms.

Withdrawal Deadline

If you intend to withdraw after the last day of instruction, please contact the Office of the University Registrar, in 12 Mrak Hall, for verification of eligibility.

Refund of Registration Fees

Paid students who withdraw before the thirty-sixth day (quarter) or fifty-fourth day (semester) will receive a refund based on the following schedule. The schedule of refunds refers to calendar days beginning with the first day of instruction. **The number of days elapsed is determined by the date your Cancellation/Withdrawal form is received in the Office of the University Registrar.** It is presumed that no university services will be provided after that date.

Schedule of Refunds*

Days Elapsed		Percent of Fees Refunded
Qtr.	Sem.	
0-1	0-1	100% less \$10.00
2-7	2-11	90%
8-18	12-27	50%
19-35	28-53	25%
36+	54+	0%

* New students who receive Federal Financial Aid and withdraw during their first term are subject to a modified schedule of refunds available at the Financial Aid Office or the Office of the University Registrar. Students in the School of Law follow the schedule for semester refunds. All other students follow the quarter refund schedule.

If you paid registration fees by cash or check, a refund check will be mailed to you. If your payment was by short-term loan or financial aid, a refund will be credited back to the program. Allow four to five weeks for processing.

Drop for Non-Payment

If you were dropped for non-payment of fees after the registration fee payment deadline, re-enrolled after the Registration Freeze and have decided not to continue your enrollment, you must submit the Cancellation/Withdrawal form to the Office of the University Registrar in 12 Mrak Hall. The date this form is received will determine the amount you will be charged in accordance with the Schedule of Refunds as applied to paying students.

Summer Sessions

To cancel your registration before the first day of instruction or to withdraw from the university on or after the first day of instruction, you must complete a Cancellation/Withdrawal form and submit it to the Office of the University Registrar in 12 Mrak Hall. If you decide not to attend Summer Sessions before the session begins and after registering in summer courses, 100% of course fees and mandatory incidental fees (less \$10.00 processing fee) are available only if you initiate the cancellation with the Office of the University Registrar before the first day of the session.

If you find it necessary to drop all your courses in Summer Sessions, 100% of course fees and mandatory incidental fees (less \$10.00 processing fee) are available only if you withdraw through the University Registrar during the first seven days of the session. No refund will be issued after the first seven days. See the Summer Sessions Catalog for the last dates to withdraw at <http://summer-sessions.ucdavis.edu>.

Campus Housing

Students who live in the university residence halls must provide the Student Housing Residential Services with written notification of withdrawal to cancel housing contracts. To avoid additional charges, students must personally process contract cancellation paperwork in 160 Student Housing, as soon as possible.

Students who live in Solano or Orchard Park must process vacate notification forms at the park office.

Library Books

Return all university library books immediately.

ROTC

Contact the ROTC department.

Laboratory Courses

Notify the instructors of your laboratory courses that you will be leaving the university.

Locker or Equipment

Contact the department or instructor responsible for the equipment.

Financial Aid

Students who have received federal, state, or university funds (Pell Grant, SEOG Grant, Direct Loan, Perkins Loan, UC Grant, Cal Grant, or scholarships) will be subject to a federal formula to determine the amount of aid earned and the amount due back to the funding source. It is required that unearned aid be returned to the funding source.

If you receive a Cal Grant, you must notify the California Student Aid Commission (CSAC) and complete paperwork for a Leave of Absence. If CSAC's Leave of Absence form is not completed, you will not be eligible for a Cal Grant if you return to school.

Students who have loans must notify the appropriate loan servicer that they are leaving school and must notify them again if they return. The time away from school may deplete your repayment grace period. Check with your lender to determine when you will need to repay your loans.

Direct Loan borrowers must contact Direct Loan Borrower Services. Perkins and University Loan borrowers must contact the Student Accounting Office at (530) 752-5870 to fulfill your exit requirements.

Student Accounts

Please review your account balance to be sure it is accurate and paid in full. If you have any billing questions, please send an e-mail to myaccount@ucdavis.edu. Note that if you are a financial aid recipient, aid may have to be repaid. A specific amount due may not be available for four-eight weeks after separation.

To review your student account balance, visit the online student billing system at <http://mybill.ucdavis.edu> or the SISWeb registration system at <http://sisweb.ucdavis.edu>.

If you have received an institutional loan (e.g., Perkins, USL, Emil Mrak) while attending UC Davis, call (530) 752-5870 to schedule a federally required exit interview. This interview will provide information regarding loan balances and repayment issues. If required, a hold will be placed on your records if an exit interview is not completed.

Please be sure to update your address(es) so that important information will reach you. Change your address information at <http://sisweb.ucdavis.edu>.

Health Insurance

If you paid the health insurance fee and you cancel your registration before the first day of instruction, you will receive a full refund. Contact the Student Health Center with any questions regarding health fee refunds.

Graduate Students

Graduate students holding student appointments or receiving any form of support must notify their programs. If you withdraw, you may be responsible for fees and other support incurred during the quarter.

Professional Students

Medical, Veterinary Medicine, and Law students must contact their student records offices and the Dean's offices for special information.

Readmission

Undergraduate Students

Students planning to return to the university must file an Application for Readmission, including a \$60.00 fee, at the Office of the University Registrar in 12 Mrak Hall. You must file this application prior to the Readmission Deadline.

All deadlines are strictly enforced; postmarks are not accepted. Readmission applications must be in the Office of the University Registrar prior to the deadline.

Fall.....last business day of July

Winter.....last business day of October

Springlast business day of January

Graduate Students

Graduate students may readmit fall quarter only. All admission deadlines apply. File your readmission application with the Graduate Dean's Office.

Professional Students

Medical, Veterinary Medicine, and Law students must contact their Dean's office for readmission requirements.