

### NOTICE OF WITHDRAWAL

**WITHDRAWAL REQUESTED:**  Today's Date \_\_\_\_\_  
 Retroactively from the  Fall  Spring Semester 20\_\_\_\_

NOTE: You have ten days from "Today's Date" to cancel your withdrawal. To do this you must meet with your Student Affairs Adviser.

SID NO: \_\_\_\_\_

Name: \_\_\_\_\_  
last first middle

Local Address: \_\_\_\_\_  
no and street city state zip

Email Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
no and street city state zip

Telephone No: Local (\_\_\_\_\_) \_\_\_\_\_ Permanent: (\_\_\_\_\_) \_\_\_\_\_

Birthdate: \_\_\_\_\_ First enrolled at Berkeley: \_\_\_\_\_

Major: \_\_\_\_\_ Date Last Attended : \_\_\_\_\_  
date

Last Class Attended : \_\_\_\_\_ Are you an F-1 or J-1 visa holder? \_\_\_\_\_  
class date date

If you are an F-1 or J-1 visa holder, SISS signature \_\_\_\_\_  
print name signature date

Reason for withdrawal:  Personal  Medical  Other

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you planning to resume studies at Berkeley? \_\_\_\_\_ if yes, when:  Fall  Spring Semester 20\_\_\_\_

**While not enrolled at UC Berkeley, courses taken at other colleges must be approved by the Associate Dean PRIOR to taking the course.**

**Signatures:**

STUDENT: \_\_\_\_\_ Date: \_\_\_\_\_

Dean or Dean's Representative: \_\_\_\_\_ Date: \_\_\_\_\_

# Withdrawing from the University

If you find it necessary to discontinue attending classes during the semester, you must formally request a withdrawal from the University. When you withdraw, any classes in which you are enrolled will be dropped from your schedule, and you will no longer be eligible to attend for that semester or any future semester until you are readmitted. (See below.)

Students who withdraw after the first eight weeks of classes and prior to the end of the semester are not eligible for readmission until one year from the beginning of the semester in which the withdrawal was granted.

## See Your Student Affairs Adviser

You must have your withdrawal approved by your student affairs adviser in 308 McLaughlin Hall. Your adviser will process your withdrawal electronically; you do not need to go to the Office of the Registrar to file a petition. If you are withdrawing for medical reasons, you should also contact the University Health Service at the Tang Center, 2222 Bancroft Way. If you are an international student (on an F-1 or J-1 visa), you must also see an adviser at the International House, 2299 Piedmont Avenue and get their approval. If you have a student loan, you are required to go to the Loans and Receivables Office, 192 University Hall, for an exit interview.

## Refunds

Refund amounts are determined by the date on which your withdrawal request was processed by your adviser, *not* by the date on which you discontinued attendance in classes. If you qualify for a refund, it will be mailed to your permanent address. Please ensure that the permanent address in official University record is correct at the time you withdraw.

Note: All refunds are subject to review by the University for student indebtedness; any outstanding debts will be withheld from the refund. Late fees are not refundable. The amount of refund is based on total fees *assessed* (not just the amount paid) at the time the withdrawal is processed; students who withdraw and who participating in the Deferred Payment Plan are likely to have a remaining financial obligation to the University.

If you are receiving financial aid, regardless of whether you or the Office of Financial Aid paid your fees, any refund processed will first be applied to your financial aid accounts; if any portion of your registration, tuition, (if applicable), or housing fees has been paid by the University or outside sources, the refund will be applied directly to the source of those funds. Any remaining balance will be credited to your CARS account and returned to you if you have no other outstanding charges.

If you have student loans, the University will notify your lenders of your withdrawal status. Further, federal regulations require the University to apply refunds first to any federal student loans you have for the current semester. This may result in your student loan becoming fully due and payable upon your withdrawal, depending on when you withdraw.

For further information on this policy, contact the Office of Financial Aid, second floor, Sproul Hall.  
510-642-6442

## Returning To Berkeley

If you plan to enroll for a future term, you must file an application for readmission by the following deadlines:

Fall Semester: June 1<sup>st</sup>  
Spring Semester: Nov. 1<sup>st</sup>

Readmission applications are available in 308 McLaughlin Hall or online at:

<http://students.berkeley.edu/admissions/index.asp?id=72&navid=N>