

## **POLICY FOR UCEAP WITHDRAWAL PENALTY**

Students will be assessed the UCEAP Withdrawal Fee in the amount of \$500.00 as well as any third party and/or program specific fees if they withdraw after the pre-departure withdrawal deadline for their program.

### **EXCEPTIONS to POLICY**

There are certain criteria under which the UCEAP Withdrawal Fee may be waived. They are outlined below. Students who may qualify for the waiver of the UCEAP Withdrawal Fee will still be responsible for any third party and/or program specific fees assessed.

- Inability of Financial Aid Office to package student prior to the Pre-departure Withdrawal Deadline date for their program.
- Student not notified of status regarding the UCEAP Scholarships awarded by the Universitywide Office before the Pre-departure Withdrawal Deadline for their program.
- Death of Immediate Family Member
- Serious Illness of Student

**Inability of Financial Aid Office to package student prior to the Pre-departure Withdrawal Deadline date for their program:** Upon request, UCEAP Finance will review requests for Waiver of fee. When a campus advisor selects the reason for withdrawal as "Financial Aid," this constitutes the request for waiving the UCEAP withdrawal fee.

Finance will confirm with the Financial Aid Office that:

- -The Financial Aid Office was unable to package the student's financial aid prior to the pre-departure withdrawal deadline.
- The student's Financial Aid file was otherwise complete of all required documentation by the Pre-departure Withdrawal Deadline.

The waiver will be approved if the above are confirmed and the effective withdrawal date is within one week of when the campus FAO packaged the student.

**Student not notified of status regarding the UCEAP Scholarships awarded by the Universitywide Office before the Pre-departure Withdrawal Deadline for their program.** Upon request, UCEAP Finance will review request for Waiver of fee. Students must request a waiver within one week of notification by Universitywide Office of Scholarship status. UCEAP Finance will confirm the date of notification to the student by the Scholarship Committee.

**Death of Immediate Family Member:** Upon request, UCEAP Finance will review request for Waiver of fee, and may request further documentation.

**Serious Illness of Student:** Upon request, UCEAP Finance will review request for Waiver of fee, and may request further documentation.