

Petition to Withdraw from UCEAP & Request Return to UC Campus

This form allows UCEAP to communicate your change in status to the UCEAP Finance unit and your UC campus. Once we have the form confirming your withdrawal, it will be routed to the appropriate individuals at the Systemwide Office and then to the Study Abroad Office at your UC campus. Once the petition has been routed to your campus, it cannot be rescinded.

The Petition to Withdraw serves the following functions:

1. Official Notice of Withdrawal
2. Course Disposition
3. Effective Date of Withdrawal
4. Readmission to UC

Other important items to consider:

1. There are fees associated with post-departure withdrawals. For general information regarding possible financial implications, refer to the "[Withdrawal from UCEAP](#)" chapter in the UCEAP Guide to Study Abroad.
2. UCEAP travel insurance coverage ends 31 days after the withdrawal date. For details, refer to the [UCEAP Travel Insurance Policy brochure](#). If you do not have campus or private health insurance coverage in the US, contact your [campus insurance office](#) or call the [Covered California](#) Service Center to get help.
3. For information on the refund procedures for financial aid, review the [UCOP Budget and Analysis Planning page](#). You can also contact your campus financial aid office for further details.

Instructions

Complete the section of the petition titled "TO BE COMPLETED BY STUDENT"

1. Check the box that is the main reason for your withdrawal. Only select one box.
2. A detailed statement is required.
3. If you are withdrawing from the second term of a yearlong program, select this box and then skip down to #5.
4. If you are withdrawing from the current term, read through the options listed and select the one that applies to your situation. **Only list courses in the chart that will not be completed at the time of your withdrawal.**
5. Enter the term that you would like to return to your UC campus or indicate if you are not returning to UC.

You must sign and date the form. Unsigned or incomplete petitions will not be processed. Submit the completed form to the Study Center or Systemwide Office.

Petition to Withdraw from UCEAP & Request Return to UC Campus

Name: _____ UC Campus & College: _____
 Country/Host University: _____ Major: _____
 Program: _____ UC Student ID #: _____
 Academic Year Abroad: _____ E-mail: _____

TO BE COMPLETED BY STUDENT

1. Reason for the withdrawal Academic Financial Personal Health Other
2. Detailed statement/explanation is attached. (required)
3. I am withdrawing from the second term of a yearlong program. Go to #5
4. I am withdrawing from the current term:
 - a. I will not complete any courses for the current term by the withdrawal date. Go to #5
 - b. I will complete all courses for the current term. Go to #5
 - c. I will complete some courses for the current term. **List only the courses you will NOT complete.**
 This acts as your official request to withdraw from these courses, subject to approval:

UCEAP Course No.	UCEAP Course Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

5. I request to return to my UC campus for the following term: _____
6. I would like assistance from the from the following campus office(s) upon my return:
 International Student Services Disabled Student Services Other: _____

Student's signature _____ Date _____

TO BE COMPLETED BY UCEAP REPRESENTATIVE

Effective Date of Withdrawal (EDW): _____ (Month / Day / Year)

For students withdrawing from the second term in a yearlong program:

1. What term(s) is the student withdrawing from? Summer Fall Winter Spring
2. As of the EDW, what term(s) will be completed by the student? Summer Fall Winter Spring

For students withdrawing during the current term:

1. What term(s) is the student withdrawing from? ... Summer ... Fall Winter Spring
2. No Study List is filed for term in progress. No grades will be reported. (go to #4).
3. Recommendation concerning disposition of coursework on Study List for the current term. Select one:
 - a. All courses will remain on Study List and grades will be reported.
 - b. Student is withdrawing from **some** courses. W's and final grades will be reported.
 - c. Student is withdrawing from **all** courses. W's will be reported.
4. Provide a statement explaining support or non-support of the student's reason for withdrawal. (Statements may be attached.)

UCEAP Representative's signature _____ Date _____

UCEAP Representative's printed name _____

**PETITION TO WITHDRAW FROM UNIVERSITY OF CALIFORNIA EDUCATION ABROAD PROGRAM
AND REQUEST RETURN TO UC CAMPUS (continued)**

Name: _____ UC Campus & College: _____
Country/Host University: _____ Major: _____
Program: _____ UC Student ID #: _____
Academic Year Abroad: _____ EDW: _____

REVIEW BY REGIONAL DIRECTOR, UCEAP

- I support this student's withdrawal from the UCEAP program and return to their UC campus. *Additional comments optional.*
 I do not support this student's withdrawal from the UCEAP program. *Provide comments below.*

Signature _____ Date _____

ACTION BY DEAN/PROVOST

Indicate final disposition of the petition by marking your decision; sign and print your name, and date.

- Approved without conditions UC qtr or sem of return _____
 Approved with the conditions noted below UC qtr or sem of return _____

Signature _____ Date _____

Printed Name and Title _____

Conditions:

NOTE: The Dean or Provost has the final authority to determine any conditions of re-admission.