



Withdrawal from UCEAP

WITHDRAWAL PROCEDURES **1**

Notify UCEAP in writing if you withdraw	1
Withdrawal before departure	1
Withdrawal after departure	1
Administrative withdrawal	2

FINANCIAL OBLIGATIONS **3**

UCEAP account and financial aid adjustments	3
UC fee categories and refund terms	3
Estimated personal expenses	3



Withdrawal from UCEAP

WITHDRAWAL PROCEDURES

Notify UCEAP in writing if you withdraw

Withdrawal at any time requires a written notification to UCEAP. Financial penalties and fees may be significant, so consider the decision carefully. Decide before you go that you will give the program a chance; that you will not immediately withdraw at the first obstacle.

To withdraw before departure: Notify your campus study abroad office.

To withdraw while abroad: File a **Petition to Withdraw** with the Study Center.

Withdrawal before departure

A predeparture withdrawal is any withdrawal before the official start date of the program as indicated in the UCEAP program calendar.

Before the withdrawal deadline, as specified in the Program Withdrawal Dates and Withdrawal Fees section of the Student Agreement, no UCEAP financial liability is incurred. However, you may be assessed Third-Party Provider withdrawal fees before the withdrawal deadline. These will be assessed to your UCEAP student account.

If you withdraw or become disqualified to participate in UCEAP after the withdrawal deadline, regardless of the reason for withdrawal, you are subject to the UCEAP Withdrawal fee of US \$500.00, program fees and unrecoverable costs determined by UCEAP, which can include fees assessed by a host institution or third-party service (according to deadlines established by those entities).

Withdrawal after departure

A post-departure withdrawal is any withdrawal after the official start date of the program as indicated in the UCEAP program calendar. Post-departure withdrawal is a serious matter with the potential for academic, financial and personal consequences. The process for leaving the program after the start date is much more formal.

The UCEAP Student Agreement is binding for the full duration of the program and carries with it legal and financial obligations. Release from any of these obligations depends upon the circumstances of the withdrawal. You are expected to attend the full duration of the program, whether that is a summer, semester, quarter or academic year.

Requests to shorten participation in UCEAP are treated as withdrawals. Early withdrawal from a term ordinarily cancels all academic credit; partial credit for year-long courses usually is not possible.

INSTRUCTIONS TO WITHDRAW

First consult the Study Center for advice and for assistance in completing the necessary procedures. If you are receiving financial aid, contact your UC campus Financial Aid Office to determine the consequences of your withdrawal on your financial aid package for the academic year. Contact your **UCEAP Finance Accountant** to see how the withdrawal will affect your finances for the program (i.e., withdrawal fees and revisions to your UCEAP Fees).

File a **Petition to Withdraw** with the Study Center who will forward it to the UCEAP Systemwide Office for further processing. Failure to submit the Petition to Withdraw can jeopardize registration privileges for future terms at UC. The Petition to Withdraw serves the following functions:



Official Notice of Withdrawal: It serves as official notice that you have left or are leaving the program and terminates the Study Center's responsibility for you.

Course Disposition: It indicates the disposition of your coursework. Withdrawal from the program while courses are in progress may carry serious academic consequences. Depending on the timing and circumstances of the withdrawal, courses in progress may remain on your record with a notation of "W" (withdrawn) or, in certain cases, a grade of F if deemed appropriate by the instructor of record. If you leave the program without authorization before the end of the term, you may be administratively dismissed from UCEAP and may receive an F in each course in which you were enrolled.

Effective Date of Withdrawal: It establishes the effective date of withdrawal, which in many cases determines the financial impact. The effective date of withdrawal is based on whichever is later: 1) the day you notify UCEAP that you are withdrawing or 2) the last date of your documented participation in an academic activity (e.g., attended class; took an exam; submitted a paper; participated in a scheduled class discussion, tutorial or counseling session; or attended a Study Center organized orientation or counseling meeting). In the case of a planned withdrawal at the end of a term, the effective date of withdrawal is the last day of final exams for the term.

Readmission to UC: It provides valuable context for the UC campus dean who makes the final decision about any conditions of readmission to UC for subsequent term(s). The Petition to Withdraw from UCEAP must include your statement of the reasons for withdrawal and a statement from the Study Center Director. The UC dean or provost may consider these statements in determining any conditions of readmission.

UC Registrars' handling of withdrawals and the procedures for continued enrollment will depend on your campus. On some campuses, a student who withdraws from UCEAP for reasons other than health or some critical circumstance beyond his or her control may be blocked from registering at the UC campus until one or two terms have lapsed after withdrawal. The UC dean or provost receives the Petition to Withdraw and determines the conditions of return.

Contact your campus study abroad office for information about the policies and procedures for readmission and the possible impact of withdrawal on your UC academic program. The UCEAP Study Center and Systemwide Office reviews the petition, and your UC campus dean or provost approves the requested term of readmission to UC with or without conditions.

TRAVEL INSURANCE COVERAGE

Regardless of the reason, withdrawal will affect your UCEAP travel insurance coverage, which ends 31 days after the official effective date of withdrawal. For details, refer to the [UCEAP Travel Insurance Policy](#) brochure.

Administrative withdrawal

Administrative withdrawal is an action taken either by the campus study abroad office or by the UCEAP Systemwide Office. A student can be administratively withdrawn from the program before or after departure. The Financial Obligation section below applies to students who voluntarily withdraw, are administratively withdrawn, or are dismissed. You may be administratively withdrawn or dismissed if you:

- Fail to arrive by the specified arrival date.
- Fail to complete academic requirements allowing your placement or continued participation in the program (e.g., meeting GPA, language or other program requirements).
- Do not follow UCEAP procedures.



- Fail to meet administrative requirements (e.g., submitting required documents, meeting deadlines, etc.).
- Violate UCEAP policies (e.g., academic and personal conduct, safety, travel, etc.). See the **UCEAP Policies and Contracts** chapter of this guide for all policies.

UCEAP travel insurance coverage ends 31 days after the official effective date of withdrawal. All students are subject to academic and financial penalties which include—but are not limited to—unrecoverable program costs and fees assessed by UCEAP, the host institution and third-party service providers.

FINANCIAL OBLIGATIONS

UCEAP account and financial aid adjustments

Once you withdraw, or are administratively withdrawn, your UCEAP account will be adjusted to reflect prorated fees and unrecoverable expenses. Once your student account and financial aid package, if applicable, have been revised, a billing notification (for debit balances) or a disbursement notification (for credit balances), will be sent to you by email.

If you are a financial aid student, a revised budget will be sent to your campus Financial Aid Office, which may result in a reduction of the amount of your original financial aid package. Due to this revision in the financial aid package, you may be required to reimburse money already advanced. You are responsible for any UCEAP program fees and financial disbursements already received that are not covered by the revised financial aid package.

Scholarships and other financial aid are retroactively reduced if you withdraw or become disqualified. If these adjustments result in a balance due to UCEAP, you will receive an email notice. If payment is not received within 30 days, you will be blocked on your home UC campus until the balance is paid.

UC fee categories and refund terms

If your UCEAP student account is revised based on withdrawal, you may receive refunds or credits to your account according to the type of fee or expense. Fee categories and refund terms are as follows:

- UC student services and tuition fees and UCEAP summer program, ILP and Pre-ILP fees (where applicable) are refunded according to UC Policy. Access the **Payment of Tuition and Fees and Refund Procedures** and locate the refund schedule that is applicable to you. Schedule B is for quarter, semester and year programs; Schedule Y is for summer programs.
- UCEAP Administrative fees will not be refunded.
- Campus fees are charged by UCEAP term and are not refunded after the start of the term.
- Housing, Pre-ILP housing and ILP housing fees charged by UCEAP (where applicable) may be refundable; this is determined by the contract between UCEAP and the housing provider.
- Student activities fees and other fees specific to your program are generally non-refundable unless costs can be recovered by UCEAP.
- UCEAP Withdrawal Fee of US \$500.00 will be assessed.

Estimated personal expenses

If you withdraw, you may have incurred personal expenses, referred to as Estimated Personal Expenses in the UCEAP Program Budget. You are personally responsible for these costs; bear in mind that airlines, housing providers and other non-UCEAP entities may have cancellation penalties for fees paid directly to them.



Financial aid students: The impact on financial aid will depend on the type of expense and the date of withdrawal. Based on the effective date of withdrawal, the UCEAP Program Budget will be revised and sent to your UC campus Financial Aid Office. Based on this revised budget, your financial aid package may also be revised, as follows:

- For all expenses charged to you by UCEAP, you will receive a credit on your UCEAP student account for any refundable cost, as described in the previous UC fee categories and refund terms section in this chapter.
- The Estimated Personal Expenses category of the UCEAP Program Budget will be recalculated. For purposes of financial aid, you will receive full credit for predeparture expenses and round-trip airfare as estimated in the original Program Budget. However, all other Estimated Personal Expenses will be recalculated based on the actual amount of time spent enrolled in UCEAP.
- Based on any credits to your UCEAP student account, revisions to Estimated Personal Expenses and Title IV regulations as interpreted by your UC campus Financial Aid Office, your financial aid may be reduced. Your Financial Aid Office—not UCEAP—makes this determination. If you have questions regarding the revision to your financial aid, please contact your UC campus Financial Aid Office.