

What You Need to Know Before You Go

UF

WITHDRAWAL POLICIES

We understand that many unexpected events may cause you to decide to withdraw from the University of Florida (UF), but withdrawing has many important consequences, both academic and financial. To be sure you are making an informed decision, we urge you to read this information *BEFORE* you decide to withdraw.

Withdrawal Procedures

Read this information thoroughly to make sure you understand the effect your withdrawal will have on your academic status and what your financial obligations may be.

1. When you are ready to withdraw, go to the Office of the University Registrar, 222 Criser Hall, to complete a withdrawal form.
2. Visit your academic adviser to discuss the impact this withdrawal will have on your academic status.
3. Visit the offices of Financial Aid and Financial Services to discuss the impact this withdrawal will have on your financial obligations. If you have a loan, you will need to complete an exit interview.
4. If you are living in campus housing, review the instructions related to housing on this page.
5. If you are an international student, please meet with a UFIC adviser to review how withdrawal will affect your VISA and future registrations.
6. Complete and sign the Application to Withdraw From All Courses form and submit it to the Office of the University Registrar.

Academic Issues

You must meet with your academic adviser to discuss your academic plan to stay on track toward graduation. If you do not plan to re-enroll at UF, the adviser also will assist you in discussing transfer options. For more information, refer to www.registrar.ufl.edu/catalog.

Tuition and Fee Refunds

You may be eligible for a partial refund of tuition and fees if you withdraw

- by the end of the fourth week of classes during fall or spring terms,
- by the second Wednesday of classes during Summer A / B terms, or
- by the third Friday of classes during Summer C terms.

UF's tuition refund policy is published in the online UF Undergraduate Catalog: www.registrar.ufl.edu/catalog/policies/regulationfees.html

If you are receiving financial aid, your refund will be returned first to the aid programs and any additional amount remaining will be mailed to you.

Housing and Residence Education

Residence Halls

If you are living in residence halls managed by the Department of Housing and Residence Education, go to your residence hall's area office to secure a signature on your UF withdrawal form and discuss the process to move out with a residence director, residence life coordinator, or an assistant director of

housing. You must notify your residence hall's area office in writing by completing a Residence Hall Room Cancellation form within two business days of your academic withdrawal. You are required to vacate your assigned housing space within three calendar days of withdrawal.

If you are later approved for a medical withdrawal from the university, housing rent charges will be calculated from the day housing officially opens until you vacate the room.

See "Financial Aid Policies" regarding return of monies paid for living expenses. If any monies are taken from the Department of Housing and Residence Education to repay financial aid, your student account will be billed to replace these funds.

Graduate and Family Housing

If you reside in graduate and family housing and withdraw from all registered credits, you must notify the Department of Housing and Residence Education's Main Administrative Office within two business days of your withdrawal. This notification should be done via e-mail to villages@housing.ufl.edu, and the e-mail should include a brief description of your situation. The e-mail must include your full name and your building/apartment in graduate and family housing. You will receive further instructions and information after an initial and follow-up review of your specific situation. Continued accommodations will be considered in such situations, but are not promised.

Did You Know that...

- if you complete 60 percent or less of the term prior to withdrawing, you may be required to repay a substantial portion of your federal financial aid?
- if you withdraw more than once while receiving financial aid, you may be ineligible for additional aid in future terms?
- if you received a student loan at UF, you must complete a loan exit interview at University Financial Services before leaving UF?
- if you are living in university housing, you must vacate your residence hall?
- if you withdraw from any courses you are enrolled in, these courses are counted as attempted courses?

Bright Futures Dropped/ Withdrawn Classes

If you drop a class or classes after the drop/add period, you must repay the amount you were funded for the dropped class or classes. The student must repay UF, which will in turn remit the funds to the Florida Department of Education.

Other Financial Aid Policies

Many financial aid programs, including Florida Bright Futures, Florida Opportunity Scholarships, and the Florida Student Assistance Grant, require successful completion of a certain number of credit hours each year. Withdrawing from school may make it more difficult to earn sufficient hours for renewal. If the money is not paid back, you will not be renewed. Be sure you understand the terms and conditions for the aid you receive.

To continue receiving financial aid at UF, you must maintain satisfactory academic progress. UF's Academic Progress Policy for financial aid recipients requires students to earn at least 75 percent of all courses attempted. Withdrawing from UF will affect your percentage of completion and may make you ineligible for certain types of aid. If you have extenuating circumstances, you may appeal this decision by visiting your financial aid adviser in S-107 Criser Hall. The complete academic progress policy is available at the Office for Student Financial Affairs in S-107 Criser Hall, or on the Web under "UF Policies that Affect You," at www.sfa.ufl.edu/receiving/academicprogress.html.

We are here to help!

The Dean of Students Office, Division of Housing and Residence Education, Office for Student Financial Affairs, Office of the University Registrar, and University Financial Services have collaborated to develop this information. If you have questions, staff in any of these offices will be happy to assist you.

Dean of Students Office
P-202 Peabody Hall
(352) 392-1261 ext. 213
www.dso.ufl.edu

**Department of Housing and
Residence Education**
P. O. Box 112100
(352) 392-2161
www.housing.ufl.edu

Office for Student Financial Affairs
(financial aid and scholarships)
S-107 Criser Hall
(352) 392-1275
www.sfa.ufl.edu

Office of the University Registrar
S-222 Criser Hall
(352) 392-1374
www.registrar.ufl.edu

University Financial Services
(student accounts)
S-113 Criser Hall
(352) 392-0181
www.fa.ufl.edu/ufs/

The University of Florida is committed to nondiscrimination with respect to race, creed, religion, age, disability, color, sex, sexual orientation, marital status, national origin, political opinions or affiliations, or veteran status.

Please Print Clearly

Today's Date _____

 UFID Last Name First Middle Class/College

- **I wish to withdraw from all classes for the following term(s):** Summer terms A, B & C are considered separate terms. Please mark all applicable.
 Fall Spring Summer A Summer B Summer C Year _____

If you have advance registered for a future term and do not plan to attend, you need to cancel this registration by accessing ISIS at <http://my.ufl.edu>. Students are fee liable for all courses for which they are registered at the end of the drop/add period.

- **My withdrawal is for the following primary reason(s):** If you are withdrawing for military purposes and have appropriate orders, please submit a copy of your orders to the Office of the University Registrar. If you are withdrawing for medical reasons, please contact the Dean of Students Office for additional information **after you withdraw**.
 Academic Change of Major Financial Medical Military Transfer Work Conflict Personal/Other

- **Do you plan to enroll again at UF? If so, please indicate the term and year.**
 Fall Spring Summer A Summer B Summer C Year _____

If you miss two consecutive terms after withdrawing, you must apply for readmission. Please note that summer term(s) is included in this policy (withdrawal from any summer A, B, or C term, constitutes a summer term).

STEP 1 – Office of the University Registrar

The student is eligible to withdraw from all courses for the term. Yes No, courses not eligible for withdrawal: _____

 Signature / Registrar Staff Date

STEP 2 – Academic Adviser

I have met with this student and we have reviewed how this withdrawal will affect their academic standing and future registrations.

 Signature / Academic Adviser Date

STEP 3 – Financial Information

- **Do you have any outstanding financial obligations?** Yes No
 (fees, unpaid debts, etc.)

 Signature / Financial Services Date

- **Are you receiving financial aid?**
 (grants, loans, scholarships) Yes No

 Signature / Financial Affairs Date

I understand that any unpaid accounts, any university property that has not been returned, and any unpaid balance on loans made through university agencies must be paid to the proper authority. In addition, I understand that if I have a Federal Direct/Stafford/GSL/Federal Perkins loan, I must attend an exit counseling interview before I withdraw from the university. Interviews are conducted in 108 Criser Hall between the hours of 8:30 a.m. and 3:30 p.m. Some exit interviews may be conducted online through ISIS. I further understand that my university record cannot be cleared until all charges have been removed or paid.

 Student Signature Date

STEP 4 – Housing

- **Do you live in a campus residence hall or in graduate and family housing?** Yes No (If no, signature not necessary)

 Signature / Housing Date

If you live in campus residence halls, you must receive a signature from an RD/RLC/ADH by visiting your residence area office. If you live in graduate and family housing, you must notify the Department of Housing and Residence Education Main Administrative Office within two business days of your withdrawal. This notification should be done via e-mail to villages@housing.ufl.edu.

- **STEP 5 – UF International Center (UFIC)** Are you an International Student? Yes No (If no, signature not necessary)

If you are an international student, please meet with a UFIC adviser to review how this withdrawal will affect your Visa status and future registrations.

 Signature / UFIC Adviser Date

STEP 6 – Sign and submit to the Office of the University Registrar

My withdrawal from the university is not official until the Office of the University Registrar processes this form. Once processed, my academic record will indicate the date the form was submitted to the Office of the University Registrar for withdrawal and each non-graded course will carry a W (withdrew) grade.

 Student Signature Date Phone Number E-mail Address