



# 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](http://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](http://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](mailto: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?

## Financial Aid Policies

### Return of Federal Aid

If you are a recipient of federal financial aid (Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Perkins Loan, Federal Direct Stafford Loans or SMART, ACG, Teach Grant, or Federal PLUS loans), federal rules require that any unearned portion of your federal aid must be returned to the U.S. Department of Education (USDOE). The amount you have earned is based on the number of days you attended classes as compared to the number of days in the entire term (first day of classes to the end of finals week). For example, if you attend 25 percent of the semester and then withdraw, you have "earned" 25 percent of the federal aid you received and 75 percent is "unearned." Once you have attended more than 60 percent of the semester, you are considered to have earned 100 percent of your federal aid.

UF will return to USDOE the lesser of the your unearned federal aid or the unearned percentage of your institutional charges (generally, tuition, fees and university housing). This money will be returned to the aid programs you received in the following order:

1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Federal Direct Stafford Loan
3. Federal Perkins Loan
4. Federal Direct Graduate PLUS Loans
5. Federal PLUS Loan
6. Federal Pell Grant
7. ACG
8. National SMART Grant
9. Federal SEOG
10. Teach Grant

If the amount UF must return on your behalf is greater than the amount you would receive back under UF's refund policies, you will be billed by UF for the difference.

You also may be required to return additional federal aid that was provided to you to cover living expenses. If the funds you must repay are loans, you will be permitted to repay the loans under the terms of your promissory note, and repayment will not usually begin until six months after you leave school or drop below half-time enrollment. If the funds you must repay are grants, federal regulations allow one half of the grant repayment to be forgiven. Please refer to "Return of Federal Aid Withdrawal Example" in this information for more details on how the return of federal aid is calculated.

### Return of Federal Aid Withdrawal Example

A student withdraws on day 23 of a 115-day term. The student received \$3,875 in federal aid from Pell Grant (\$1,375), SEOG (\$1,000), and Stafford Loan (\$1,500). Institutional charges are \$1,000 for tuition and \$1,500 for university housing. Based on the date of withdrawal, the student was eligible for a 25 percent tuition refund.

#### **Step 1: Calculate the percentage of aid earned/unearned:**

Withdrawal date: Day 23 of 115-Day Term  
 $23/115 = 20\%$  Earned  
 $92/115 = 80\%$  Unearned

Aid received: \$1,500 Stafford Loan  
\$1,375 Pell Grant  
+\$1,000 SEOG  
\$3,875 Total

$\$3,875 \times 20\% = \$775$  Earned  
 $\$3,875 \times 80\% = \$3,100$  Unearned

#### **Step 2: Determine the unearned amount that UF must return to the U.S. Department of Education on student's behalf:**

Institutional charges:  
\$1,000 Tuition/Fees  
+\$1,500 Housing  
\$2,500 Total

$\$2,500 \times 20\% = \$500$  Earned  
 $\$2,500 \times 80\% = \$2,000$  Unearned

UF returns to the U.S. Department of Education the lesser of the unearned aid or unearned institutional charges (\$2,000 in this example). Fifteen hundred dollars (\$1,500) will be credited to Stafford Loan and \$500 to Pell Grant.

#### **Step 3: Determine if any institutional refunds offset a portion of what UF returns to the U.S. Department of Education:**

\$ 250 Tuition refund  
(25% total tuition)  
\$1,122 Housing refund  
\$1,372 Total UF refunds

$\$1,000 \div \$2,500 = 40\% \times \$2,000 = \$800$  – Tuition

\$ 800 Tuition  
- \$ 250 Tuition refund  
\$ 550 owed by student to UF

$\$1,500 \div \$2,500 = 60\% \times \$2,000 = \$1,200$  – Housing

\$1,200 Housing  
- \$1,122 Housing refund  
\$ 78 owed by student to UF

Total owed to UF by the student:  $\$550 + \$78 = \$628$

#### **Step 4: Determine if the student owes additional unearned federal aid:**

\$3,100 Unearned aid  
- \$2,000 Paid by UF to USDOE  
\$1,100 Student owes USDOE (grants)

\$1,100 Student owes USDOE  
- \$ 550 50% grant waived by USDOE  
\$ 550 Student owes USDOE (Pell Grant)

**The bottom line: STUDENT MUST PAY**

\$ 628 to UF  
+ \$ 550 to USDOE (Pell Grant)  
**\$1,178 OWED BY STUDENT \***

\* This is just an example. The amount you may owe will depend on the types and amount of aid you receive and on the day in the term that you withdraw.

University Financial Services will calculate the amount of aid you have earned/unearned and will notify you by mail of the amount repaid on your behalf, any additional amounts you owe and the procedures for making your repayment.

### 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](http://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](http://www.dso.ufl.edu)**

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

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

**Office of the University Registrar**  
**S-222 Criser Hall**  
**(352) 392-1374**  
**[www.registrar.ufl.edu](http://www.registrar.ufl.edu)**

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

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