

# NOTICE OF WITHDRAWAL

FOR RETROACTIVE (I.E., PRIOR TERM) WITHDRAWALS ONLY

COMPLETE IN BLUE OR BLACK INK -- INSTRUCTIONS & INFORMATION ON REVERSE

**YEAR: 20** \_\_\_\_\_ **TERM:**  Fall  Spring  Summer - list sessions \_\_\_\_\_

SID No.: \_\_\_\_\_ U G

Name: \_\_\_\_\_  
last first middle

Local Address: \_\_\_\_\_  
no. & street city state zip

Permanent Address: \_\_\_\_\_  
no. & street city state zip

Telephone No.: Local (\_\_\_\_\_) \_\_\_\_\_ Permanent (\_\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Birthdate: \_\_\_\_\_ First enrolled at Berkeley: \_\_\_\_\_  
term/year

College, School, or Division: \_\_\_\_\_ Major/Curriculum: \_\_\_\_\_

Reason for withdrawal:  Personal  Medical (this must be submitted to UHS)  Other

Explanation: \_\_\_\_\_

Are you planning to resume studies at Berkeley?  No  Yes If yes, when?  Fall  Spring Semester 20\_\_\_\_\_

Last day attended classes: \_\_\_\_\_

<p><b>GRADUATE STUDENTS ONLY:</b> Do you receive financial assistance from the University or any governmental agency?  <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, specify: _____          Are you the beneficiary of a loan fund or a holder of any fellowship or scholarship?  <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, name of sponsoring agency: _____</p>
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### REQUIRED SIGNATURES (SEE REVERSE TO DETERMINE SIGNATURES YOU NEED.)

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Dean or Dean's Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Head Graduate Adviser: \_\_\_\_\_ Date: \_\_\_\_\_

Medical Director, Student Health Service: \_\_\_\_\_ Date: \_\_\_\_\_

International Student Adviser: \_\_\_\_\_ Date: \_\_\_\_\_

Financial Aid Officer: \_\_\_\_\_ Date: \_\_\_\_\_

EOP Adviser: \_\_\_\_\_ Date: \_\_\_\_\_

Veterans Services: \_\_\_\_\_ Date: \_\_\_\_\_

<p>THIS SPACE RESERVED FOR THE OFFICE OF THE REGISTRAR          Eligible for refund: <input type="checkbox"/> No <input type="checkbox"/> Yes → Percent: ____% Readmit Approval: _____ Date: _____ Fees: <input type="checkbox"/> Paid <input type="checkbox"/> Offset          _____          _____</p>
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# INSTRUCTIONS

This petition is intended for students requesting a retroactive withdrawal. i.e., after the last day of instruction for the requested term

UNDERGRADUATES	GRADUATES
<p>SPECIAL NOTE FOR STUDENTS IN THE COLLEGES OF ENGINEERING, ENVIRONMENTAL DESIGN, AND LETTERS &amp; SCIENCE: Retroactive withdrawals may be subject to a semester-out rule on readmission. Exceptions may be made by the deans.</p> <p>REQUIRED SIGNATURE: <b>Dean or Dean's Representative</b> - Required of all students.</p> <p>FILING: College Advisers file this petition at the Office of the Registrar</p>	<p>REQUIRED SIGNATURES - OBTAIN AS FOLLOWS: <b>Head Graduate Adviser</b> - Required of all students. (Law students must obtain the signature of the Dean of the Law School.) <b>Graduate Dean or Dean's Representative</b> (Graduate Division, 318 Sproul Hall) - Required of all students.</p> <p>FILING: File this form at the Graduate Division, 318 Sproul Hall. GSAO's file this petition at the Office of the Registrar</p>

## ADDITIONAL SIGNATURES - ALL STUDENTS

**Medical Director, Student Health Service** (Room 2100, Tang Center) - Required of all students who withdraw due to illness and who wish to request a refund of fees.

**International Student Adviser** (International House) - Required of all F-1 or J-1 visa holders.

**Financial Aid Officer** - Required of all students receiving financial aid. Undergraduates in the College of Letters and Science go to 250 Sproul Hall; all other students go to 201 Sproul Hall.

**EOP Adviser** (119 César E. Chavez Student Center) - Required of all students under the EOP Program.

**Billing and Payment Services** (140 University Hall) - An exit interview is required of all students with outstanding loans.

## IMPORTANT NOTICE REGARDING FEES

Students withdrawing retroactively are liable for the full amount of fees assessed; no refunds are granted. If you withdraw retroactively and have an unpaid balance on your CalCentral account, you will continue to receive billing statements until the debt is cleared.

## RETURNING TO BERKELEY

If you wish to enroll for a future term, you must file an Application for Readmission by the following dates: Fall Semester, June 1; Spring Semester, November 1. Please check with your College (undergraduates) for specific requirements and forms or Graduate Student Affairs Officer (GSAO) if you are a graduate student.