

NOTICE OF WITHDRAWAL

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

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

TERM: Fall Spring Semester 20____

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 approved by UHS) Other

Explanation: _____

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

GRADUATE STUDENTS ONLY: Do you receive financial assistance from the University or any governmental agency?
 No Yes If yes, specify: _____
Are you the beneficiary of a loan fund or a holder of any fellowship or scholarship?
 No Yes If yes, name of sponsoring agency: _____

REQUIRED SIGNATURES (SEE REVERSE TO DETERMINE SIGNATURES YOU NEED.)

Student: _____

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: _____

Billing and Payment Services: _____ Date: _____

THIS SPACE RESERVED FOR THE OFFICE OF THE REGISTRAR
Eligible for refund: No Yes → Percent: ____% Readmit Approval: _____ Date: _____ Fees: Paid Offset

INSTRUCTIONS

This petition is intended for students requesting a **retroactive** withdrawal. i.e., after the ending date of the term for which withdrawal is requested. Students wishing to withdraw for a term still in progress must contact their college or school dean's office (undergraduates) or their major adviser (graduates); this form should **not** be filed. Students wishing to withdraw for the term following the current term should **cancel** their registration via Tele-BEARS.

UNDERGRADUATES	GRADUATES
<p>SPECIAL NOTE FOR STUDENTS IN THE COLLEGES OF ENGINEERING, ENVIRONMENTAL DESIGN, AND LETTERS & SCIENCE: Retroactive withdrawals may be subject to a semester-out rule on readmission. Exceptions may be made by the deans.</p> <p>REQUIRED SIGNATURE: Dean or Dean's Representative - Required of all students.</p> <p>FILING: File this petition at the Office of the Registrar, 120 Sproul Hall.</p>	<p>REQUIRED SIGNATURES - OBTAIN AS FOLLOWS: Head Graduate Adviser - Required of all students. (Law students must obtain the signature of the Dean of the Law School.) Graduate Dean or Dean's Representative (Graduate Division, 302 Sproul Hall) - Required of all students.</p> <p>FILING: File this form at the Graduate Division, 302 Sproul Hall.</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 (Golden Bear Center) - Required of all students under the EOP Program.

Veterans Services (120 Sproul Hall) - Required of all students receiving benefits from the Veterans Administration or the California Department of Veterans Affairs.

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 CARS 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, April 15; Spring Semester, August 15. Forms are available at the Office of Undergraduate Admission and at Deans' Offices. (Graduate students must consult the Graduate Division.) Refer to the application for information concerning readmission procedures.