

# Withdrawals Guide

The purpose of this guide is to provide information that pertains to any student who **withdraws**, is **dismissed** or takes a **leave of absence** from UC Riverside. This policy will apply to any student who discontinues enrollment from all classes after the first day of term.

**IMPORTANT!**  
Do not leave school without officially withdrawing.

- If you stop attending your classes and do not withdraw, **your grades will remain on your academic record.**
- If you “walk away” and do not pass any of your classes, **your financial aid will be reduced for the term.**

Federal regulations require the Financial Aid office to recalculate your financial aid eligibility as if you unofficially withdrew at the midpoint of the term. You must withdraw officially from the University to avoid this situation.

If, beginning on the first day of instruction, you find you are not going to attend UCR any longer, you must formally withdraw from the university. The process depends on your college:

- CHASS, SPP and BCOE students may withdraw by completing an undergraduate Application for Withdrawal at [www.myforms.ucr.edu](https://www.myforms.ucr.edu).
- CNAS, SB and GSOE students who wish to withdraw should first schedule a meeting with their advisor.
- Graduate students should contact the Graduate Division.

## What Type of Financial Aid is Affected?

Withdrawal may affect the amount of aid you receive, and in some cases you may have to pay back aid you already received.

Withdrawals affect the following forms of aid:

1. Pell Grant
2. Federal Supplemental Educational Opportunity Grant (FSEOG)
3. TEACH Grant
4. Federal Direct Subsidized Loan
5. Federal Direct Unsubsidized Loan
6. Federal Direct Graduate PLUS Loan (Student)
7. Federal Direct Parent PLUS Loan

**Note:** If you are not receiving any of the types of aid listed above, your financial aid awards are all classified as Non-Title IV or NON-FEDERAL. Please skip to that section in this guide.

## What Happens After Withdrawing

When you withdraw, two separate calculations must be determined:

- 1 Registrar’s office will calculate Tuition and Fee refund.
- 2 The Financial Aid office must calculate the Return of Title IV Aid.

**Note:** Should you cancel your registration ON or BEFORE the first day of classes, this policy will not apply to you. In addition, if you drop some but not all of your classes, this policy will not apply; however, you should notify the Financial Aid office because your current financial aid eligibility may be affected.

## Refund of Fees

Beginning with the first day of classes, the Refund Policy will refund fees based upon the number of calendar days (not school days) elapsed when the withdrawal is filed for the quarter/semester as shown on the chart.

UCR Campus Standard Fee Refund Table

|  | New students (who withdraw during their first quarter at UCR) receiving federal financial aid. | All other students |
|--|--|--------------------|
| If you withdraw or cancel...                                 | You will be refunded...  |                    |
| Any time prior to and including the first day of instruction | 100%   | 100%               |
| After the start of instruction for the term (calendar days)  |  |                    |
| 2-7 calendar days  | 90%  | 90%                |
| 8-14 calendar days   | 80%  | 50%                |
| 15-18 calendar days  | 70%  | 50%                |
| 19-21 calendar days  | 70%  | 25%                |
| 22-28 calendar days  | 60%  | 25%                |
| 29-35 calendar days  | 50%  | 25%                |
| 36-42 calendar days  | 40%  | 0%                 |
| 43 or more calendar days                                     | 0%   | 0%                 |

**Note:** During your initial term at UC Riverside, you will be classified as a New Student. After your initial term, you will be considered as a continuing student at UC Riverside.

Based upon the date you withdraw as determined by the Registrar, you may receive a full or partial refund of your fees.

This refund will not impact the Return of Title IV Aid Calculation but will affect the amount of money you may owe back to the University for withdrawing.

Additional information regarding refunds can be found on The Office of the Registrar’s website under “Refunds” at:

<https://registrar.ucr.edu/tuition-fees/refunds>

## Calculating Earned Financial Aid

- The amount of earned financial aid is calculated on a daily basis from the first day of classes. The process uses calendar days rather than school days.
- Earned aid is determined by taking the number of days attended before withdrawing divided by the total number of days in the term (first day of classes until the last day of finals).
- For a student who withdraws after the 60% point of the term, there are no unearned funds.

The calculation of the Return of Title IV aid only applies to students who withdraw prior to the 60% point of the term.

Withdrawal after this point in time will not result in any adjustments to your financial aid for the term.

| 2021-22 Term Lengths and Dates |         |               |           |
|--------------------------------|---------|---------------|-----------|
| Term                           | Length  | 2021          | 60% point |
| Fall                           | 79 days | Nov. 9, 2021  | (Day 48)  |
| Winter                         | 75 days | Feb. 17, 2022 | (Day 46)  |
| Spring                         | 75 days | May 12, 2022  | (Day 46)  |

The 60 percent point for Summer Session varies by session. Please contact Financial Aid for these cutoff dates.

## Calculating Return of Title IV Aid Amount

- Once the **earned** and **unearned** aid percentages are determined, the next step is to calculate the dollar amount of unearned aid that must be returned.
- The Return of Aid amount is determined by multiplying the unearned aid percentage by the total of all Title IV aid received.

| How to Calculate Percentage of Aid to be Returned   |  |
|---|--|
| $\frac{\text{\# of Calendar Days Remaining in Term}}{\text{Total \# of Calendar Days in Term}} = \text{\% of Aid to be Returned}$ |  |
| $\text{\% of Aid to be Returned} \times \text{Total of all Title IV Aid Received} = \text{Total Unearned Aid}$                    |  |

| Example   |                                    |
|---|------------------------------------|
| <b>Student withdraws Winter 2022 term on Wednesday of Week 5<br/>(Calendar Days in Term = 75)</b> |                                    |
| Days Attended = 31  | Earned Aid for: $31/75 = 41.3\%$   |
| Days Remaining = 44   | Unearned Aid for: $44/75 = 58.7\%$ |

### Note:

- The University will return to the federal government any funds that were credited from the UC Fee Refund first.
- If the amount returned by the University is not enough to repay the entire unearned amount, the University will bill the student for portions of amounts received that remain unearned.

Financial aid will be returned to the aid program from which it came.

If returned to a loan program, your outstanding balance with your lender will be reduced by the amount of the return.

### Aid will be Returned in the Following Order

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct Graduate PLUS Loan
4. Direct PLUS Loan
5. Pell Grant
6. FSEOG Grant
7. TEACH Grant

If you are eligible for any **Veterans benefits**, please contact the **School Certifying Official** by email at [vasco@ucr.edu](mailto:vasco@ucr.edu) or by phone at 951-827-4921 to discuss how your benefits may be impacted.

## Non-Title IV Awards

If you are not receiving any of the types of aid listed at the beginning of this guide, your financial aid awards are all classified as Non-Title IV or NON-FEDERAL.

Students not receiving any Title IV aid as part of their financial aid package are not required to go through the Return of Title IV (R2T4) aid calculation. When you withdraw, the amount of financial aid UC Riverside will return is generally the same amount as the Fee Refund and/or the UNEARNED percentage of the total Non-Title IV, institutional grant.

Non-Title IV awards include:

- UCR Grant
- Cal Grant A
- Cal Grant B
- Cal Grant B Stipend
- Middle Class Scholarships
- Scholarships (Institutional or private donor)
- Blue and Gold Opportunity Grant

**Note:** If Cal Grant is part of your financial aid package, it will be reduced by the same percentage of the Fee Refund.

## Future Aid Eligibility

Withdrawing may affect your eligibility to receive financial aid in subsequent terms.

- Depending upon the type of financial aid you receive, you may be required to resubmit certain applications.
- Students subject to Satisfactory Academic Progress provisions should meet with a Financial Aid Counselor to discuss ramifications of withdrawing.

## Cancellation of Registration

If you cancel your registration prior to the beginning of the term, you will not be considered a student for that term.

If this occurs, you are not entitled to receive any form of financial aid during the term and your aid will be canceled and returned to the appropriate programs. If your cancellation takes place close to the beginning of the term, and your financial aid has already disbursed, you will be required to repay the entire amount received.

## Retroactive Withdrawal

If you retroactively withdraw for a term that has been completed, and your withdrawal date does not entitle you to a refund, **your financial aid status for the affected term will not change**. However, you will be subject to the Satisfactory Academic Progress standards if you retroactively withdraw.

- No Return of Title IV aid calculation will be required since you were enrolled and attended classes for the entire term.
- If you retroactively withdraw for a term that has been completed, but your official withdrawal date is not passed the 60% point of the term, the Financial Aid office will be required to perform a [Return of Title IV Aid calculation](#).
- Return of Title IV Aid percentages will be based upon the official date of your withdrawal as determined by the Office of Registrar.
- Retroactively withdrawing from a term in which you “walk away” as described earlier in this guide does not cancel the recalculation of your financial aid.

## Withdrawing or Dropping Coursework during Summer Sessions

Dropping a course from one of your Summer Sessions may cause your summer financial aid awards to be revised.

**Note:** We recommend that students who plan to be enrolled in less than 8 units for the summer term contact the Financial Aid Office for counseling to learn how their enrollment plans will impact their aid eligibility.

How your aid is adjusted will depend on when you drop the courses. If you drop to less than 6 units you may lose all of your aid eligibility.

**The Summer UCR Grant is subject to change based on total enrolled units for the summer term.**

If you drop all of your classes within a session after the first day of instruction, but remain enrolled in other future Summer Sessions courses, the Financial Aid Office will make revisions to your financial aid award if the future enrollment is below 12 units. If you drop to less than 6 units you may lose all of your aid eligibility.

- When you discontinue enrollment, a balance may be created on your UC Riverside student account for the difference between the fee refund and the calculated amount of aid returned. You will be responsible for paying this balance.
- If you drop all summer courses in all sessions before the first day of instruction, all summer aid will be canceled. **Failing to show up for class is not considered an official cancellation of enrollment.** You may be billed for all or a portion of your financial aid.

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### Summer Withdrawals Update

**Effective Summer 2021:** Dept. of Education is revising its approach to the treatment of students who complete some, but not all, of the coursework they were scheduled to attend during a payment period to ensure more equitable treatment of such students while maintaining program integrity.

The updated rules state that a student who withdraws from a program offered in modules is not considered to have withdrawn for R2T4 purposes if the student completes:

- One module that includes 49% or more of the number of days in the payment period; or
- A combination of modules that when combined contain 49% or more of the number of days in the payment period.

**Note:** We recommend that students who plan to be enrolled in less than 8 units for the summer term contact the Financial Aid Office for counseling to learn how their enrollment plans will impact their aid eligibility.

**The Office of Registrar**  
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