



University of California
Santa Barbara

CANCELLATION OF ENROLLMENT

Office of the Registrar
University of California, Santa Barbara
Santa Barbara, CA 93106-2015

Registration@sa.ucsb.edu
<https://registrar.sa.ucsb.edu/>

Please complete the following and select one reason that best identifies the reason for your request. Please also send a copy of a photo ID with signature (i.e. a Driver's License) to confirm your identity.

Name _____ Perm _____
Last First Middle

E-Mail _____ Phone _____

I will **NOT** be returning: Fall _____ Winter _____ Spring _____
Year Year Year

Reason for Request (select the one that is most applicable):

Personal Medical Financial Academic Military/Call to Active Duty Graduation

By canceling your enrollment, the following policies and processes are in effect:

- No UC SHIP refund will be given if UC SHIP benefits have been utilized at Student Health or off campus. The UC SHIP premium must be paid in full via BARC. If you have already utilized your UC SHIP benefits, you will retain UC SHIP coverage for the remainder of the cancelled quarter and no refund will be allowed. If you have not utilized UC SHIP benefits, your UC SHIP premium will be refunded via BARC and you will NOT have UC SHIP coverage for the cancelled quarter.
- If you live in campus housing, you must submit a contract cancellation request with UCSB Housing to move out by the end of the quarter.
- Refund processing takes 2 to 3 weeks. Contact the BARC Office regarding refund inquiries.
- New undergraduate students** who cancel prior to the first day of instruction of their first quarter of admission will not be eligible for readmission. Students must reapply to the University through the regular undergraduate admission process adhering to Admissions processing deadlines. For further information contact the Office of Admissions.
- Continuing students seeking to return to UCSB must complete and submit a Readmission/Reinstatement form prior to the published deadline for readmission. Additional readmission/reinstatement information can be found on the Office of the Registrar's website (<https://registrar.sa.ucsb.edu/enrollment/readmission-reinstatement>).
- Umail accounts remain active for 13 months after cancellation. Please ensure any auto-forward rules set in your Umail account are removed, or you will receive messages during this duration.

By signing this form, I have read the important information listed above and understand that should I wish to return to UCSB, I must reapply to the university or submit a Readmission petition depending upon my student status when I depart UCSB. I request the Office of the Registrar remove me from the courses I am registered for and also adjust my billing account as deemed appropriate.

Student Signature

Date

Required signature if applicable to your student status:

International Students (OISS), OISS@sa.ucsb.edu

Date

Office of the Registrar Use Only:

Processed by: _____

Reg Status: _____

Date: _____

Fee Status: _____