



# NOTICE OF WITHDRAWAL

## INSTRUCTIONS

This petition is intended for students requesting a withdrawal for a term still in progress. Students wishing to withdraw after the ending date of the term for which withdrawal is requested must complete a form for retroactive withdrawal only available from the Registrar at <http://registrar.berkeley.edu/?PageID=elecforms.html>. Students wishing to withdraw for the term following the current term should **cancel** their registration via Tele-BEARS.

Note: Students who withdraw after the eighth week of classes are subject to a "semester-out" policy. This means that the student is required to "stay out" the following semester in order to resolve the problems that contributed to the withdrawal.

**As soon as decide to withdraw, submit the completed petition to your staff adviser in 121 Gilman Hall.**

Your withdrawal will be entered into the computer system on the day you submit your petition to your staff adviser. Your refund will be based on the date the withdrawal is entered into the computer system. From that date, you have 10 days to obtain the Dean's approval (or your withdrawal will be reversed). Your staff adviser will submit your Notice of Withdrawal to the Dean for approval. If necessary, your staff adviser will arrange for you to meet with the Dean.

### REQUIRED SIGNATURE:

**Dean or Dean's Representative** - Required of all students.

### ADDITIONAL SIGNATURES:

**Medical Director, Student Health Service** (Room 2100, Tang Center) - Required of all students who withdraw due to illness, unless the Dean waives this requirement.

**International Student Adviser** (Berkeley International Office, Int'l House) - Required of all F-1 or J-1 visa holders.

**Financial Aid Officer** (Cal Student Central, 120 Sproul Hall) - Required of all students receiving financial aid.

**EOP Adviser** (119 César Chávez Student 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.

**Student Billing Services** (Cal Student Central, 120 Sproul Hall) - An exit interview is required of all students with outstanding loans.

### RETURNING TO BERKELEY

If you wish to enroll for a future term, you must file an Application for Readmission. Readmission forms and procedures are available on the Office of Undergraduate Admissions web site at <http://students.berkeley.edu/admissions/index.asp?id=72&navid=N>.