

FEE REFUNDS

CANCELLATION, WITHDRAWAL AND FEE REFUNDS

To cancel registration before the first day of instruction or to withdraw from the university on or after the first day of instruction, you must complete a Cancellation/Withdrawal form and return the form to the Office of the Registrar. If you do not submit a Cancellation/Withdrawal form, you will be liable for fees according to University policy (below). It is very important that you contact the Office of the Registrar and initiate withdrawal/leave of absence procedures even if your fees are fully paid by financial aid or other programs. Failing to do so may result in you owing money to the university.

The effective date for determining a refund of fees is the date a completed Cancellation/Withdrawal form is received by the Office of the Registrar. It is presumed that no university services will be provided to the student after that date. If a student is enrolled in classes, he or she will be dropped from all courses automatically when the Cancellation/Withdrawal form is processed.

The percentage of fees that may be refunded is determined by the number of calendar days (not school days) elapsed, beginning with the first day of instruction of the semester. For students who paid fees and then canceled or withdrew by filing with the Office of the Registrar, fees may be refunded according to the Schedule of Refunds.

New undergraduate students:

The \$100 deposit paid with the Statement of Intent to Register (SIR) is not refundable. Because it is not refundable, it is not included in the balance when applying the Schedule of Refunds. Thus, before or on the first day of instruction, registration fees paid are refunded in full minus \$100.

All continuing students, readmitted students and new graduate students:

On or before the first day of instruction, registration fees are refunded in full minus a service charge for cancellation/withdrawal. After the first day of instruction, the Schedule of Refunds is applied to the total of fees assessed.

Failure to submit a Cancellation/Withdrawal form:

If you are not a financial aid recipient and you fail to submit a Cancellation/Withdrawal form to the Office of the Registrar,

you will be presumed to have left at the end of the semester and will not be eligible for a fee refund. If you are a financial aid recipient, you must contact the Office of Financial Aid and Scholarships for information on how this will affect your refund.

SCHEDULE OF FEE REFUNDS

The Schedule of Fee Refunds applies to all new students who do not receive federal financial aid* and continuing and readmitted students.

The Schedule of Refunds refers to calendar days beginning with the first day of instruction of the semester. The number of days elapsed is determined from the date the completed Notice of Cancellation/Withdrawal form is received in the Office of the Registrar. Percentages listed (days 1-54) should be applied respectively to the university registration fee, educational fee, nonresident tuition and other student fees.

University Registration Fee, Educational Fee, Nonresident Tuition and Other Student Fees:

<u>CALENDAR DAYS ELAPSED</u>	<u>PERCENTAGE OF FEES REFUNDED</u>
0-1 days	100% less any applicable fees
2-11 days	75%
12-27 days	50%
28-53 days	10%
54 days or more	0%

**New students who receive federal financial aid and withdraw during their first academic term may be refunded fees according to a Modified Fee Refund Schedule, available at the Office of Financial Aid and Scholarships.*

Federal regulations require UC Merced to calculate the amount of federal financial aid that has been “earned” for all students who are receiving financial aid and withdraw from UC Merced during a semester. If the student withdraws prior to completing 60 percent of the semester, a pro rata portion of the aid must be returned to the federal government. Any portion of unearned aid that must be returned to federal aid programs by UC Merced will be deducted from the amount of the tuition and fee refund. If the amount UC Merced must return to federal aid programs exceeds the amount of the student’s institutional refund, the student’s account may be billed for the balance.

REFUND OF HEALTH INSURANCE FEE

Health insurance is mandatory for all students, both graduate and undergraduate, as a non-academic condition of enrollment. All students will be assessed the health insurance fee; however, students who already have adequate health insurance should request a waiver of this fee. If you have paid the health insurance fee and cancel your registration on or before the first day of instruction, you are entitled to a full refund of this fee. Insurance fees are not refundable after the first day of instruction and coverage remains in effect until the last day of the term.

OTHER REFUNDS

Charges other than the registration fee, the educational fee, nonresident tuition and campus-based fees are refunded according to guidelines and schedules published by the appropriate department.