



VOLUNTARY SEPARATION CHECKLIST

Voluntary Separation is either:	
1.	A WITHDRAWAL from all classes once the semester has begun (You WILL NOT complete your current coursework)
2.	A CANCELLATION (You WILL complete your current courses, but WILL NOT return for the following semester)

The information provided on this checklist will help you make an informed decision about leaving the University. Please review this information carefully and reach out to the appropriate offices in advance of making a final decision about leaving UConn.

FINANCIAL AID/FINANCIAL IMPLICATIONS:

- ☐ Your fee bill will indicate which funds covered your tuition and fees. Federal Financial Aid Funds, (also referred to as “**Title IV Funds**”) includes grants and loans.

The Bursar’s Office processes all refunds and account adjustments according to UConn’s Refund Policy.

- ☐ Federal Financial Aid, (**Title IV Funds**) is awarded to you, contingent upon completion of the semester. If you withdraw **before** completing **at least 60%** of the semester (**March 30th**), your financial aid package will be adjusted, which may create a **balance due** on your account. You are responsible for payment of any outstanding balance created as a result of withdrawing. Regulations state the student has to complete **more than 60%** to earn 100% of their Aid. **The calculation required for Title IV Funds is separate from UConn’s Refund Policy, see below.** For specific questions, please contact the Bursar’s Office at the Storrs campus (860)-486-4830. If you self-pay, refer to “**UConn Refund Policy**” below.
- ☐ If you are currently employed at UConn on Federal Work-Study Payroll or Student Labor Payroll, you should notify your supervisor of your inability to continue employment past your withdrawal date. If you are unsure of whether you are on the Federal Work-Study/student labor payroll, or have student employment questions, please contact the Office of Student Financial Aid Services at (860)486-2819.
- ☐ **UConn Refund Policy:** Students who cancel enrollment prior to and/or up to the first day of classes (January 21st) will have 100% of **refundable** fees/charges returned. **After the first day of classes**, withdrawal adjustments are made only on refundable fees/charges according to the following schedule for the Spring 2020 Semester:

1st calendar week: 90%	January 22 nd – January 26 th
2nd calendar week: 60%	January 27 th – February 2 nd
3rd and 4th calendar week: 50%	February 3 rd – February 16 th
5th-8th calendar week: 25%	February 17 th – March 15 th
After the 8th week, no refund will be issued	March 16 th – End of Semester

HOUSING:

- ☐ If you have an on-campus housing assignment or an active housing application, please log into your My Housing account to complete the Cancel Your Housing application. For more information regarding the cancellation process including fees, please go to:
<https://reslife.uconn.edu/residential-life-cancellation-policy/>

Once your cancellation is processed, you will receive instructions on the timeline to move out of your room and how to check out of your residence hall. Failure to remove your belongings and return your keys within the timeframe indicated by Residential Life may result in a lock change and housekeeping fees. Housing cancellations are generally processed the next business day through housing cancellation applications and university student status changes in Student Admin.

For specific questions, please contact Residential Life at 860-486-2926 or via email at, livingoncampus@uconn.edu.

READMISSION TO THE UNIVERSITY:

- ☐ **Fill out Readmission Application:** www.dos.uconn.edu/readmission-application/
 - All students who separate from the University for any reason (including those on a leave of absence) and wish to return must submit a readmission application.
 - Students on a leave of absence who have outstanding incomplete work, or who are later placed on academic probation, must meet conditions for readmission to their program.
 - Students who withdraw after the end of the sixth week of a semester will not be permitted to return for the following semester without the permission of the Dean of Students Office or a Student Services designee, and only in specific circumstances.
 - Readmission applications must be submitted by **July 1st** for the fall semester and **December 1st** for the spring semester.
- ☐ **Apply for Financial Aid:** If you plan to return to UConn and are in need of financial aid, you may obtain additional information about the process at www.financialaid.uconn.edu. The awarding of most forms of UConn financial assistance is reserved for applications received and logged in by the federal processor **on or before the application deadline of February 15th** (prior to the academic year in which you will return). Awards are based on the availability of funds.
- ☐ **Apply for On-Campus Housing:** Housing options are limited, and not guaranteed for readmitted students. However, students who are readmitted after a medical leave are prioritized for housing. Students can email livingoncampus@uconn.edu to inquire about availability of on-campus housing or contact Off-Campus Students Services at offcampus@uconn.edu to learn about off-campus options.