



## VOLUNTARY SEPARATION CHECKLIST

**A WITHDRAWAL** from all classes once the semester has begun (You **WILL NOT** complete your current coursework)

**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. Additionally retain this information for future reference.

### FINANCIAL AID/FINANCIAL IMPLICATIONS:

- o 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. Examples of Title IV funds could include; Federal Pell Grant, Federal Direct Student loans and a Parent PLUS loan.
- o The Financial Aid Office processes all refunds and account adjustments according to UConn’s Refund Policy and Department of Education Regulations. Detailed information about this process can be found on [Financial Aid's website](#).
- o 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 21, 2021**), your financial aid package will be adjusted, which **may create a current semester fee bill balance** on your account. You are responsible for paying any outstanding balance created as a result of withdrawing from the university. Federal Regulations state that a 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. Below is a chart which specifically outlines the dates of the Refund Policy. For specific questions regarding how your aid may be impacted, please contact the Financial Aid office on the Storrs campus (860)-486-2819. If you self-pay and are not a recipient of any financial aid, including loans, refer to “**UConn Refund Policy**” below.
- o If you are currently employed at UConn on Federal Work-Study Payroll or Student Labor Payroll, you should learn your date of separation from the University and then notify your supervisor of your inability to continue employment. 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 - Student Employment](#).
- o **UConn Refund Policy:** Students who cancel enrollment prior to and/or up to the first day of classes (January 19) 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 schedule below for the spring 2021 semester. Additional information can be found on the [Bursar’s website](#):

1st calendar week: 90%	January 20—24
2nd calendar week: 60%	January 25—January 31
3rd and 4th calendar week: 50%	February 1—February 14
5th—8th calendar week: 25%	February 15—March 14
After the 8th week, NO REFUND will be issued	March 15—End of Semester

## HOUSING:

- o If you live in on-campus housing or have 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 [Residential Life Cancellation Policy](#).
- o 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. The timeline could be as short as 24-48 hours of canceling your housing contract. 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.

## READMISSION TO THE UNIVERSITY:

### o [Fill out Readmission Application](#) online:

- o 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. The university will not know of your intentions to return unless a Readmission application is submitted.
- o 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. Reach out to your academic advisor or Advising Center, if you are unsure.
- o Students who withdraw after the end of the **sixth week of a semester** will not be permitted to return for the following semester. In certain situations the Dean of Students Office or a Student Services designee can make an exception. Documentation may be requested from the student.
- o Readmission applications deadlines are always the same for a fall reentry applications must be submitted by **July 1** and for a spring reentry applications must be submitted by **December 1**.
- o **Apply for Financial Aid:** If you plan to return to UConn and would like to be considered for financial aid, refer to the [Financial Aid's website](#) with how to get started. The awarding of most forms of UConn financial aid s reserved for applications received and logged in by the federal processor **on or before UConn's priority deadline of February 15** (prior to the academic year in which you will return). Awards are based on the availability of funds.
- o **Apply for On-Campus Housing:** Housing options are limited for readmitted students, and not guaranteed. However, students who are readmitted after a medical leave are prioritized for housing. Students can [email](#) to inquire about availability of on- campus housing or contact Off-Campus Students Services to learn about [off-campus options](#)