



## 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)

**A LEAVE OF ABSENCE** (Can be combined with a withdrawal or cancellation if student is in good academic standing (2.0GPA).

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. Your fee bill may have been covered with institutional, state, or third-party funds. For more information about how they may be impacted upon your withdrawal, please visit <https://financialaid.uconn.edu/withdrawals/>
- 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 more than 60% of the semester (March 28, 2022), 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 Office of Student Financial Aid Services 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 a student employee, you will no longer be able to work once you have withdrawn. You must notify your supervisor immediately that you are unable to continue working upon completion of this form.
- O UConn Refund Policy: Students who cancel enrollment prior to and/or up to the first day of classes (January 18) will have 100% of refundable fees/charges removed from their fee bill. After the first day of classes, withdrawal adjustments are made only on refundable fees/charges according to the schedule below for the Spring 2022 Semester. If there is a credit balance on your fee bill after your account is adjusted, it may be refundable to you. Complete a refund request or contact the Office of the Bursar if you have a credit balance and wish to have it refunded. Additional information can be found on the Bursar’s website:

1st calendar week: 90%	January 19 - January 23
2nd calendar week: 60%	January 24 - January 30
3rd and 4th calendar week: 50%	January 31 - February 13
5th—8th calendar week: 25%	February 14 - March 13
After the 8th week, NO REFUND will be issued	March 14 - End of semester

## CANCELING 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 after 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.

For specific questions regarding housing, please contact Residential Life at 860-486-2926 or via email at [livingoncampus@uconn.edu](mailto:livingoncampus@uconn.edu).

## READMISSION TO THE UNIVERSITY:

O **Apply for Readmission:** When you are ready to return to campus you must [fill out the Readmission Application](#) online and before the stated deadlines. The university will not know of your intentions to return unless a readmission application is submitted.

### O July 1 for fall and December 1 spring

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.

O **Apply for Financial Aid Application:** If you plan to return to UConn and would like to be considered for financial aid, refer to the Office of Student Financial Aid Services website and follow the instructions under the [getting started](#) box. The awarding of most forms of UConn financial aid is reserved for applications received and logged in by the federal processor **on or before UConn's on-time deadline is 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 re-admitted students, and cannot be guaranteed. However, students who are re-admitted after a medical leave are prioritized for housing. Students can [email](#) Residential Life to inquire about availability of on-campus housing or [contact](#) Off-Campus & Commuter Student Services to learn about off-campus options.