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.

**IMPORTANT THINGS TO NOTE:**

☐ 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 (April 1st, 2019), 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 who has to complete more than 60% to earn 100% of their Aid. Return of Title IV Funds is calculated in a different manner than UConn’s Refund Policy. 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 on the Federal Work-Study 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 payroll or have student employment questions, please contact the Office of Student Financial Aid Services at (860)486-2819.

☐ If you received Federal Stafford and Federal Graduate PLUS Loans at any time while attending UConn, you must complete “Exit Counseling” online through studentloans.gov. If you received a Federal Perkins Loan while attending UConn, you must complete “Exit Counseling” at ecsl.net. For specific 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 will have 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 2019 semester:

<table>
<thead>
<tr>
<th>Calendar Week</th>
<th>Percentage</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st calendar week</td>
<td>90%</td>
<td>January 21st-January 27th</td>
</tr>
<tr>
<td>2nd calendar week</td>
<td>60%</td>
<td>January 28th—February 3rd</td>
</tr>
<tr>
<td>3rd and 4th calendar week</td>
<td>50%</td>
<td>February 4th—February 17th</td>
</tr>
<tr>
<td>5th-8th calendar week</td>
<td>25%</td>
<td>February 18th—March 17th</td>
</tr>
<tr>
<td>After the 8th week, no refund will be issued</td>
<td></td>
<td>March 18th-End of Semester</td>
</tr>
</tbody>
</table>

☐ 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/](https://reslife.uconn.edu/residential-life-cancellation-policy/)

Once your cancellation is processed, you will receive instructions on 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 lock change and housekeeping fees. Housing cancellations are generally processed the next
business day through housing cancellation applications and university student status changes in PeopleSoft. Residents are expected to move out the following day.

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

WHAT TO EXPECT IN THE DEAN OF STUDENTS (DOS)/ STUDENT SERVICES OFFICE

☐ Privacy: We realize that reason(s) you want to withdraw or cancel may be sensitive in nature, and we want you to feel comfortable sharing this information with us.

☐ Conversation: There are many factors that come in to play when a student wants to withdraw or cancel. Sometimes, these conversations are difficult and can evoke a wide range of emotions. We are here to discuss your individual circumstances, financial matters and applicable university policy that governs the decision-making process. We strive to ensure that this conversation is efficient, informative and above all, conducted in a respectful manner. We ask for your cooperation during this multi-step process.

☐ Referral: In order to process a withdrawal or cancellation, we need to work with a few offices (i.e. Financial Aid, Bursar, Admissions, and Housing to name a few). In certain cases, a phone call can be made to gather needed information. However, in most cases, you may be required to visit offices and bring back requested information. You may find it helpful to visit these offices prior to the DOS office. Please see “Important Things to Note” for additional information.

☐ Open Door: At any point during this process, if you have questions or concerns, feel free to come back and speak to us. Please note that once a decision has been made, we will abide by that decision. However, there is always room to discuss alternative options or to help you plan for your next step.

READMISSION TO THE UNIVERSITY

☐ Fill out Readmission Application: www.dos.uconn.edu/readmission-application/

  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.

  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.

  o 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.

  o 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 March 1st (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.