



**Applicable University regulations.** I have read and understand the University's policy on refunds as printed on the reverse side of this form. I have read and understand the University's policy on withdrawal while on scholastic probation.

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**last name**                      **first**                      **mid init**                      **ut eid**

**reason** for withdrawal                      effective    fall    spr    sum    year

With my signature, I affirm that I have read and understand, by withdrawing from the University of Texas at Austin, there may be **financial or tax consequences** for which I may be liable related to certain benefits, including but not limited to financial aid and scholarships, housing, insurance, and veteran's benefits, and I will follow up with the appropriate departments to understand these implications.

**student signature**                      **college or school**                      **date**

International Office

If you are an **international student**, you must secure the approval of the International Office before final approval by your academic dean.

**International Office approval**                      **date**

Dean's offices

**tentative approval by academic dean**      **date**                      **tentative approval by academic dean**      **date**

**final approval by academic dean**                      **date**                      **one-time exception**     

**final approval by academic dean**                      **date**

**withdrawal**       **cancelation**                      **effective date**

To complete your withdrawal, take this form to Registration in Main 1 within three working days of final dean approval. **Forms received after three working days won't be processed.**

Registrar's Office Use

Old GPA \_\_\_\_\_ 4B \_\_\_\_\_ Date to SAR \_\_\_\_\_ Processing Date \_\_\_\_\_  
New GPA \_\_\_\_\_ Scholastic Status \_\_\_\_\_ Processed by \_\_\_\_\_

**Notice Concerning Your Information.** The Texas Public Information Act, with a few exceptions, gives you the right to be informed about the information that the University of Texas at Austin collects about you. It also gives you the right to request a copy of that information and to have the University correct any of that information that is wrong. You may request to receive and review any of that information, or request corrections to it, by contacting the University's Public Information Officer in the Office of Financial Affairs, PO Box 8179, Austin TX 78713, or by writing to cfo@www.utexas.edu.





Procedure

- :: You must get **tentative approval** from your academic dean or deans.
- :: If you're an international student, you must get clearance from the **International Office**.
- :: You must get **final approval** from your academic dean or deans.
- :: Take this form to Registration in Main 1 within three working days after final approval is granted by the dean. Forms received after three working days will **not** be processed.
- :: If you aren't able to report to the dean's office in person, the dean may complete your section of the form and forward it to the registrar's office.

Refund policy

**Cancellation.** A full 100% refund, less a \$15 matriculation fee, is issued if registration is canceled by the student before the first class day of any semester. A full 100% refund of tuition and fees is made only when the student is placed on scholastic dismissal after paying tuition and fees.

**Withdrawal.** A student who elects to pay tuition and fees according to the installment plan and then withdraws from the University may still owe a portion of the tuition and fees; the installment service charge is not refundable. Until all financial obligations are met, a bar will be placed on the student's record.

**During the first four weeks of class.** A student who withdraws during the first four weeks of classes may still owe a portion of tuition and fees. The refund percentages listed below apply to the **original fee bill**.

**After the first four weeks of class.** A student who withdraws after the first four weeks of classes is obligated to pay the **full amount** of tuition and fees.

Fall, spring, whole summer

<i>effective withdrawal date</i>	<i>refund</i>
Prior to the 1st class day	<b>100%</b> less \$15 matriculation fee
During the 1st five class days	<b>80%</b>
During the 2nd five class days	<b>70%</b>
During the 3rd five class days	<b>50%</b>
During the 4th five class days	<b>25%</b>
After the 4th five class days	<b>none</b>

1st summer, 2nd summer, 9-wk

<i>effective withdrawal date</i>	<i>refund</i>
Prior to the 1st class day	<b>100%</b> less \$15 matriculation fee
During the 1st three class days	<b>80%</b>
During the 2nd three class days	<b>50%</b>
After the 6th class day	<b>none</b>

The refund percentages apply to tuition and required fees. Refunds of optional fees may be requested at the sponsoring departments.

**Students on scholastic probation.** An undergraduate student on scholastic probation who withdraws from the University after the first four weeks of a long-session semester will be placed on scholastic dismissal unless the withdrawal has been granted under an exemption approved by the student's dean. **Immediate refunds will not be made when the cancellation or withdrawal occurs less than 30 days after fee payment.**