

## VOLUNTARY SEPARATION CHECKLIST

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. There are two ways to leave UConn, cancellation or withdrawal.

**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).

### 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 the [Office of Student Financial Aid website](#).
- O The Financial Aid Office processes all refunds and account adjustments according to UConn’s Withdrawal and Tuition Fee Adjustment Schedule 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 25th, 2024), 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 Withdrawal Tuition and Fee Adjustment Schedule. Below is a chart which specifically outlines the dates of the University’s Withdrawal Tuition and Fee Adjustment Schedule. For specific questions regarding how your aid may be impacted, please reach out to the One Stop Student Services Office at onestop@uconn.edu or at 860-486-1111. If you self-pay and are not a recipient of any financial aid, including loans, refer to “UConn’s Withdrawal Tuition and Fee Adjustment Schedule” on page 2.
- O **Institutional & State Funds**, If your withdrawal date is during the first ten days of the semester (i.e., during add/drop), the following funds will be canceled:

- University Grants
- University Merit Scholarships (<https://admissions.uconn.edu/cost-aid/scholarship/>)
- Roberta B Willis Scholarship Program (Need-Merit Scholarship Program and the Need-Based Grant Program)

If your withdrawal date is after the first ten days of classes, you will be considered to have earned the funds and they will remain on your account. For University Merit Scholarships, if you withdraw after the tenth day of classes but before the 60% point of the semester, you may request the scholarship be canceled, should you choose, to retain the future semester eligibility. For example, if your bill is paid without the scholarship, you may elect to cancel the scholarship so that the withdrawal semester does not count toward the four or eight semesters of eligibility, dependent upon program.

**Departmental Scholarships and/or Fellowships** are awarded through your School or College and adjustments are dependent upon the awarding office. Contact the School or College that awarded the scholarship or fellowship to determine the impact of withdrawing from the University.

- O If you are a student employee, you will no longer be able to work once you have separated. You must notify your supervisor immediately that you are unable to continue working upon completion of this form.
- O **UConn Tuition and Fee Withdrawal Adjustments Schedule:** Students who cancel enrollment prior to and/or up to the first day of classes (January 16th) 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 2024 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:

## TUITION & FEE WITHDRAWAL ADJUSTMENT SCHEDULE

1st calendar week: 90%	January 17-January 21
2nd calendar week: 60%	January 22 – January 28
3rd and 4th calendar week: 50%	January 29 – February 11
5th—8th calendar week: 25%	February 12 – March 10
After the 8th week, NO REFUND will be issued	March 11- End of semester

## CANCELING HOUSING:

- 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 review the [Residential Life Cancellation Policy](#).
- Once your separation from the University is processed, you will need to check out of your residence hall. The timeline could be as short as 24-48 hours after signing the VSN. 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:

- **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.
  - **Deadlines: July 1st to return for a Fall semester and December 1st to return for a Spring semester.**
  - 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, if this applies to you.
  - **Students who withdraw after the end of the sixth week of a semester will not be permitted to return for the following semester.**
- **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: [Apply for Aid>Continuing Huskies>getting started](#). 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 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 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 at [offcampus@uconn.edu](mailto:offcampus@uconn.edu) to learn about off-campus options.

## UNIVERSITY EMAIL ACCOUNT

- UConn Email: go through your email and forward any messages you hope to retain to your non-UConn account. Questions about how long your UConn email will remain active should be addressed to [techsupport@uconn.edu](mailto:techsupport@uconn.edu).