

## What happens to my school fees if I withdraw from Cal?

Depending on the point in the semester when you withdraw, you should have a specified amount of your registration fees refunded in your CARS account.

### No Financial Aid

Days into Semester	% of Fees Charged
Fewer than 2 days	0%
2 to 11 days	10%
12-27 days	50%
28-53 days	75%
54 or more days	100%

### With Financial Aid

Days into Semester	% of Fees Charged
Fewer than 7 days	0%
8-14 days	10%
15-28 days	20%
29-35 days	30%
36-49 days	40%
50-56 days	50%
57-63 days	60%
64 or more days	100%

Tables from: <http://registrar.berkeley.edu/canwd.html>

## Who Should I Contact?

### Cal Student Central

It is very important that you speak to a financial aid advisor at Cal Student Central before withdrawing for medical reasons.

Depending on your unique financial aid situation, withdrawing medically could result in a refund or in some cases additional costs.

**Phone:** 510 664-9181

**Web:** [studentcentral.berkeley.edu](http://studentcentral.berkeley.edu)

### Disabled Students' Program

If you need help in dealing with a new or ongoing disability, DSP is there to help you!

**Phone:** 510-642-0518

**Web:** [dsp.berkeley.edu](http://dsp.berkeley.edu)

### Tang Social Services

You will complete much of the medical withdrawal process through Tang Social Services.

**Phone:** 510 642-6074

**Web:** [uhs.berkeley.edu](http://uhs.berkeley.edu)

### Advising

Be sure to contact your respective college's advisor (not department advisor) as part of the decision to medically withdraw. Different colleges have differing rules, so it is very important that you ask!

# Medical Withdrawal at UC Berkeley

A plain and simple guide for undergraduates by the ASUC Student Advocate's Office



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## Personal Withdrawal

To request a withdrawal for personal reasons, you **submit a petition to your specific college**. Withdrawing for personal reasons does not require you to provide proof of your medical challenges.

## Medical Withdrawal

To request a withdrawal for medical reasons, you **submit paperwork so that University Health Services can assess your condition and request a withdrawal on your behalf**.

College deans and advisors prefer you to request a medical withdrawal when appropriate so that they know you are getting proper treatment and are ready to pursue your studies when you return. In addition, only Tang can back date a withdrawal to the time you became ill, which can be important for fee adjustments.

## Can I avoid withdrawing?

If possible, you should explore options other than withdrawing. Withdrawal from the university can bring up unforeseen issues with your **Financial Aid, housing, university fees, visa/immigration status, or SHIP Coverage**.

- Consider talking to your **academic advisor** to explore options such as reduced course load.
- The **Disabled Students Program (DSP)** is authorized to offer a range of specific accommodations to make classes accessible to students with disabilities.

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## How to Request a Medical Withdrawal from UHS

In order to have your medical withdrawal approved, you need the **Social Services (SOS)** office at the Tang Center to verify your medical reasons for withdrawing.

### 1. Send paperwork to SOS.

Fill out your **“Notice of Withdrawal”** form and the **“Release of Information”** form. You can also provide an optional **personal statement** (up to 1 page) that explains the severity and onset of your condition and its impact on your ability to fulfill class requirements.

You will also need your healthcare provider (usually your doctor) to fill out the **“Health Evaluation Form”** and send it to SOS by mail or fax separately from your own forms.

### 2. Wait for confirmation from SOS.

As soon as Social Services has made a decision, they will try to contact you by phone.

Social Services takes care of contacting your college and the registrar on your behalf, so this is the final step before you can leave the university.

They will also send a letter providing information about how you can return to the university when ready. Depending on your situation, the letter may also have expectations for your treatment.

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## How to Return to Cal After a Medical Withdrawal

The university will in some cases place a **“medical block”** on your registration. This will prevent you from re-registering (except for Summer sessions) until you receive health clearance from UHS.

### 1. Clear your medical block, if you have one.

Fill out a **“Health Clearance Application”**

You may need to fill out another **“Release of Information”** form to allow your treatment provider(s) to share information with the Medical Withdrawal Committee.

Ask your current healthcare provider to fill out a **“Health Evaluation Form”** and send it to SOS by mail or fax like before.

### 2. Reapply to the University.

Complete the **“Undergraduate Application for Readmission”**, along with your **“Statement of Legal Residence” (SLR)** and **\$70** and hand it into Cal Student Central in Sproul Hall.

Your college has the final say, so be sure to **adhere to your college’s specific deadlines and paperwork** before submitting your application for readmission.

Some students have reported trouble regaining **Financial Aid** in time for readmission, so be sure to contact Cal Student Central as early as possible.