



University of California  
Santa Barbara

Office of the Registrar  
University of California, Santa Barbara  
Santa Barbara, CA 93106-2015

# CANCELLATION OF REGISTRATION

Registration@sa.ucsb.edu  
http://www.registrar.ucsb.edu

Please complete the following and select one reason that best identifies the reason for your request. Please also send a copy of a photo ID with signature (i.e. a Driver's License) to confirm your identity.

Name \_\_\_\_\_ Perm \_\_\_\_\_  
Last First Middle

E-Mail \_\_\_\_\_ Phone \_\_\_\_\_

I will **NOT** be returning:  Fall \_\_\_\_\_  Winter \_\_\_\_\_  Spring \_\_\_\_\_  
Year Year Year

Reason for Request (select the one that is most applicable):

Personal  Medical  Financial  Academic  Military/Call to Active Duty  Graduation

**By canceling your registration, the following policies and processes are in effect:**

1. By submitting this form you will no longer be eligible for Student Health Insurance as the fee for this insurance is credited back to your billing account.
2. If you live in campus housing, you must submit a contract cancellation request with UCSB Housing to move out by the end of the quarter.
3. Refund processing takes 2 to 3 weeks. Contact the BARC Office regarding refund inquiries.
4. **New undergraduate students** who cancel prior to the first day of instruction of their first quarter of admission **will not** be eligible for readmission. Such students must reapply to the University through the regular undergraduate admission process adhering to Admissions processing deadlines. For further information contact the Office of Admissions.
5. Continuing students seeking to return to UCSB must complete and submit a Readmission/Reinstatement petition prior to the published deadline for readmission. Additional readmission/reinstatement information can be found on the Office of the Registrar's website (<http://www.registrar.ucsb.edu>) and the Readmission/Reinstatement Application ([http://www.registrar.ucsb.edu/read\\_rein.htm](http://www.registrar.ucsb.edu/read_rein.htm)).
6. Umail accounts remain active for 13 months after cancellation. Please ensure any auto-forward rules set in your Umail account are removed, or you will receive messages during this duration.

By signing this form, I have read the important information listed above and understand that should I wish to return to UCSB, I must reapply to the university or submit a Readmission petition depending upon my student status when I depart UCSB. I request the Office of the Registrar remove me from the courses I am registered for and also adjust my billing account as deemed appropriate.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Required signature if applicable to your student status:

\_\_\_\_\_  
International Students (OISS), [OISS@sa.ucsb.edu](mailto:OISS@sa.ucsb.edu)

\_\_\_\_\_  
Date

***Office of the Registrar Use Only:***

Processed by: \_\_\_\_\_

Reg Status: \_\_\_\_\_

Date: \_\_\_\_\_

Fee Status: \_\_\_\_\_

