



The Education Leave Program allows a student to suspend academic work at UC Merced, leave the campus, and later resume studies with a minimum of procedural difficulties. Please see the reverse side of this form for details regarding the process and refund rules. **There is a \$70.00 fee that will be billed to your student account if your Educational Leave is approved.**

A. Personal Information

UCM IDNumber

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Last Name _____ First Name _____ M.I. _____

Please provide an e-mail and phone number where you may be reached during your leave.

E-mail _____ Phone Number _____

B. Program Information

Last day of attendance: _____

Semester I would like the leave processed Fall Spring Year _____

Semester I will return to UC Merced: Fall Spring Summer Year _____

I currently live in University Housing (On-Campus or Heritage Apartments): No Yes (Review policy on Page 2)

Attach a one page statement including the reasons you are requesting to be in the Educational Leave Program. If you intend on enrolling at another school while in the Educational Leave Program, you must get this supported by your advisor and clearly list those courses you plan on completing.

I certify that I am the above named person, the information I have provided is accurate, and I have read, understand, and accept the instruction regarding my leave of absence from UC Merced. I understand that I am responsible for checking my student account and paying any charges that may result from this action.

Student _____ Date _____

Section C - University Approval Process

Step 1: It is recommended that you first meet with the *Office of Financial Aid* to determine the impact of this leave on your bill. You can contact Financial Aid using this link: financialaid.ucmerced.edu/contact_us.

Step 2: Meet with the *Dean of Students* office. You can schedule your appointment using this link: studentaffairs.ucmerced.edu/dean-students.

Step 3: After meeting with the Dean of Students office, your form will be forwarded to the School of your major for review and consideration.

Office Use Only

Updated on: 09/18/2020

Title IV: Yes No

New student in 1st semester: Yes No

If yes to both questions, use Title IV cancellation/withdrawal code

Effective Date: _____ Code: _____

Registered in courses

Processed Date: _____ By: _____

Scanned

Print Form

Instructions for Section A and B

Fill out sections completely. Make sure to include a statement, and, if taking courses outside of UCM list those courses you plan on completing.

Instructions for Section C are provided on the front of this form.

NOTE: If you have applied for the Educational Leave Program for the same semester that you applied to graduate, your Graduation Application will be cancelled in order for you to enroll in your returning semester. you will need to reapply for graduation with the Office of the Registrar.

Refund Rules

Continuing, Readmitted or New Student Not Receiving Title IV Federal Financial Assistance		New Student Receiving Title IV Federal Financial Assistance and Withdraw During First Academic Term	
Calendar Days Elapsed	Percentage of Fees Refunded*	Calendar Days Elapsed	Percentage of Fees Refunded*
0-1 days	100%	0-7 days	100%
2-11 days	90%	8-14 days	90%
12-27 days	50%	15-28 days	80%
28-53 days	25%	29-35 days	70%
54 days or more	0%	36-49 days	60%
		50-56 days	50%
		57-63 days	40%
		64 days or more	0%

* less any applicable fees

Policy

Any registered student on the UC Merced campus, undergraduate or graduate, is eligible to enroll in the Educational Leave Program, although restrictions may be imposed on the number of times a student can participate in the program. International students are not eligible. The maximum Educational Leave is one full academic year. Students who do not return by the specified semester will be automatically withdrawn from the University.

While students may receive academic credit at other institutions and transfer this credit to UC Merced (subject to rules concerning transfer credit and School approval). Students should consult with their academic advisors and carefully evaluate the desirability of taking academic work while away from the campus during the Educational Leave Program. Students enrolled in Educational Leave Program are not eligible to enroll in concurrent courses at the UC Merced campus or to earn academic credit at UC Merced during the leave.

Students will not be eligible to receive normal university services during the leave. Certain limited services, however, such as career services and advising are available. Students on an Educational Leave are not eligible to apply for on-campus or off-campus jobs except during the summer prior to their return for the fall semester. Students on leave may elect to purchase the Student Health Insurance Plan for one term, but are not eligible to use the Student Health Center. UCM Library borrowing privileges may be retained by purchasing a library card.

STUDENTS IN UNIVERSITY HOUSING- If you are a resident in University Housing, you must fill out the After Move-in Day Cancellation Request Form and will have up to **7 business days** from your last date of attendance to move out. This form may be turned into the Housing Office or may be filled out electronically through your portal.

Frequently Asked Questions

Q: How can I confirm that my Educational Leave Program application was approved?

A: Once approved students will receive an e-mail that their leave was approved and processed by the Office of the Registrar. Students who have any further questions may contact the Students First Center.

Q: If I cannot return in the semester I indicated on the front of this form, can I extend my leave?

A: If you are not able to return on the semester you indicated, extensions may be granted. However, leave approvals are only given for a maximum of two semesters. Students must submit a written request to registrar@ucmerced.edu.

Q: How is my Financial Aid affected when I enroll in the Educational Leave Program?

A: Grants and other financial aid will be discontinued for the period of the leave, but every effort will be made, where legally possible, to allow the student to renegotiate loan payment schedules and to ensure the availability of financial aid upon return. Further or specific questions may be directed to the Office of Financial Aid and Scholarships.

Q: Can I take courses at another institution while on the Educational Leave Program?

A: The intent of the program is to suspend academic work during leave; therefore, students should consult with their academic advisors and carefully evaluate the desirability of taking academic work while away from the campus.

Q: What happens when I return from my leave?

A: It's important to keep checking your MyChecklist through your my.ucmerced.edu Portal account while away. You may find your registration priority date on your Portal and should be able to register for courses for the term you indicated you would be returning.