



UNIVERSITY OF CALIFORNIA, SANTA BARBARA EXTENSION

Petition for Withdrawal from UCSB Extension Course and/or Request for Refund

Please see the UCSB Extension catalog from which you enrolled regarding the withdrawal from University Extension credit courses X1 to X199 and X300 to X499, and the refund policies associated with your class. Exceptions to these policies will be considered only under the most unusual circumstances. All exceptions must be submitted in writing and be accompanied by supporting documents (such as a doctor's note).

If you need to cancel your enrollment and are eligible for a refund, please notify us as soon as possible by fax at (805) 893-8427, by e-mail to registrars@els.ucsb.edu, or drop by the Student Services Office at 6950 Hollister Ave., Suite 102, Goleta.

A \$25 per course administrative fee is charged on all refunds except when courses are canceled, discontinued, or rescheduled.

➤ Name (first, m.i, last) _____ Social Security # _____

➤ Address _____ Phone _____

Course Title _____ Reg # _____

Course # _____ Instructor _____

Start Date _____ End Date _____ # Course Meetings _____

Reason for Withdrawal/Cancellation _____

Student's Signature _____ Date _____

Instructor's Signature (X1 to X199 courses only) _____ Date _____

OFFICE USE ONLY:

Full Refund 50% Refund No Refund Date Processed _____ Initials _____

Dean's Signature _____ Date _____

12/06 K481

PLEASE SUBMIT TO:

UCSB Extension • 6950 Hollister Ave., Suite 102, Goleta, CA 93117-5824

Phone: (805) 893-4200 • Fax: (805) 893-8427 • E-mail: registrars@els.ucsb.edu • www.extension.ucsb.edu