

**REQUEST FOR CANCELLATION OF REGISTRATION  
COLLEGE YEAR 2022-2023**

LAST NAME : .....	FIRST NAME : .....
NAME OF SPOUSE : .....	DATE OF BIRTH : .....
PHONE NUMBER : .....	E-MAIL : .....
REGISTRATION AT UGA – COLLEGE YEAR 2022-2023 (level + discipline) : .....	
STUDENT NUMBER AT UGA : .....	
ADMISSION DEPARTMENT : .....	

**(Read the cancellation and refund conditions on the back of the document)**

Tick the box corresponding to your situation

**Choice n°1** - ☐ **WITHDRAW FROM YOUR ADMINISTRATIVE REGISTRATION**  
(Cancellation of right no reason necessary and with refund) : until **October 31<sup>st</sup> 2022**.  
▪ **REMOTE LEARNING** : until **December 16<sup>th</sup> 2022**.

**Choice n°2** - ☐ **REGISTRATION IN ANOTHER UNIVERSITY OR ESTABLISHMENT** (Cancellation of right with refund : must provide proof of registration in another establishment) : until **November 30<sup>th</sup> 2022 (EXCEPT FOR PASS STUDENTS)**.  
▪ For **PASS** students : cancellation with refund is possible until **October 31<sup>st</sup> 2022 (No cancellation allowed beyond this date)**.  
▪ **REMOTE LEARNING** : until **January 3<sup>rd</sup> 2023**.

In which establishment have you been admitted (name and address) ? : .....
Diploma prepared in this establishment (level + discipline) : .....
Date of your admission : .....

**Choice n°3** - ☐ **STUDENTS IN CPGE (PREPARATORY CLASSES FOR PRESTIGIOUS SCHOOLS) ENROLLED AT THE SAME TIME AT UGA** : Resigned from the preparatory course (with refund until **January 15<sup>th</sup> 2023**).

**Choice n°4** - ☐ **OTHER REASON OR OUT OF TIME : EXAMINATION OF THE REQUEST BY THE EXONERATION COMMITTEE** :  
**explain the reason with a cover letter.**

As a result, I am returning the UGA student card and will not be able to take the exams at UGA.  
The educational fees requested by some enrollment departments are non-refundable and outside of any administrative registration cancellation procedure. The management fees of € 23 are not refundable in the event of an administrative registration cancellation.

Made in .....

Student signature

On .....

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**FOR ADMINISTRATION**

Date et signature du directeur/de la directrice de la composante ou personne ayant délégation (cas **1, 2 et 3**)

**Courrier** avec avis et signature du Vice-Président Formation à joindre avec ce formulaire (cas **4**)

☐ Favorable

☐ Défavorable

Motif : .....

Fait à : ..... Le : .....

Signature :

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## CANCELLATION TERMS

**Choice 1** : Students who withdraw continuing their studies must return the file before **October 31<sup>st</sup> 2022**.

**Exception** for remote learning, the deadline is **December 16<sup>th</sup> 2022**.

**Choice 2** : Students who withdraw their registration at UGA to register in another university or other establishment must return the file before **November 30<sup>th</sup> 2022** (warning, **NOT FOR PASS STUDENTS**).

- For **PASS students**, files must be returned before **October 31<sup>st</sup> 2022** (No cancellation or abandonment in PASS will be authorized after this date).

**Exception** for remote learning, the deadline is **January 3<sup>rd</sup> 2023**.

**Choice 3** : CPGE students registered at the same time as part of CPGE/UGA agreement who resign from their preparatory class course must return their file before **January 15<sup>th</sup> 2023**.

**Choice 4** : Cancellation out of time : Please contact your enrollment department to find out the deadlines for submitting files and the dates of the various commissions.

### **WARNING**

- A **second registration cannot be cancelled** (except double licenses).
- Cancellation of registration **results in loss of student status**.

## REFUND CONDITIONS

- Refund of registration fees is granted without special examination:
  - In case of cancellation **before October 31<sup>st</sup> 2022**.
  - In the event of transfer to another university or late admission to a public or private establishment under contract which recruits by competitive examination **before November 16<sup>th</sup> 2022** (**NOT FOR PASS**). (For PASS students, refunds are possible **until October 31<sup>st</sup> 2022** for both patterns).
  - In the event of cancellation of a CPGE student's enrollment, **before January 15<sup>th</sup> 2023**.
- For any other pattern, requests must be accompanied by a letter with explanations and will be reviewed on a case-by-case basis by a committee.
- For remote learning : the tuition fees **cannot be refund once the student has had access to his courses**.
- In case of payment in 3 times, refund can only take place after the 3<sup>rd</sup> payment.
- In the event of refund of tuition fees, a sum of **€ 23** for management acts **will not be reimbursed**.

## ATTACHMENTS

- The original of UGA student card (all cases).
- For PASS students : The DVD.
- Bank details (*at the student last name & first name*) – (all cases)
- A photocopy of the student card of the other higher education institution + the receipt of the tuition fees paid in this institution (**choice 2**).
- The supporting document issued by the CPGE establishment attesting to their resignation (**choice 3**).
- An explanatory letter or supporting documents attesting to the reason for the request (medical certificates, certificate of loss of job, professional integration, etc...) (**choice 4**).

## FILE TO RETURN COMPLETED

At the enrollment department where you have registered.