



OFFICE OF THE REGISTRAR  
2249 STUDENT SERVICES BUILDING  
RIVERSIDE, CA 92521-0118

OFFICE USE ONLY
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Required non-refundable fee: \$60.00 (\$70.00 fall 2012 and forward). Make check or money order payable to "UC Regents."

## APPLICATION FOR PLANNED EDUCATIONAL LEAVE PROGRAM (PELP)

(FOLLOW DIRECTIONS ON BACK OF FORM)

Please type or print in ink

Name \_\_\_\_\_  
Last (Family) First Middle Initial

Student ID \_\_\_\_\_ Birthdate \_\_\_\_\_  
Month Day Year

College \_\_\_\_\_ Major \_\_\_\_\_  
 Freshman  Junior  
 Sophomore  Senior

Permanent Address \_\_\_\_\_  
Number and Street / City State / Zip / Area Code - Phone

Mailing Address \_\_\_\_\_  
Number and Street / City State / Zip / Area Code - Phone

E-mail Address \_\_\_\_\_

Planned Educational Leave to begin \_\_\_\_\_ 20\_\_\_\_\_  
Quarter (Fall, Winter, Spring) Year

I intend to return to UCR and register for \_\_\_\_\_ 20\_\_\_\_\_  
Quarter (Fall, Winter, Spring) Year

### HAVE YOU

Paid registration fees for the first quarter you will be on PELP?  Yes  No

Cancelled your registration for the current quarter?  Yes  No

Previously submitted a withdrawal petition for the current quarter?  Yes  No

Received financial aid for a previous quarter or for the current quarter?  Yes  No

Do you have an on-campus housing contract?  Yes  No

**IF YOU ARE AN INTERNATIONAL STUDENT HOLDING A STUDENT VISA, YOU MAY NOT PARTICIPATE IN PELP. SEE THE INTERNATIONAL SERVICES CENTER FOR INFORMATION.**

\_\_\_\_\_  
Signature of applicant for PELP

\_\_\_\_\_  
Date

ATTACH A STATEMENT EXPLAINING YOUR REASONS FOR A PLANNED EDUCATIONAL LEAVE, USING 8 1/2 x 11 SHEET(S) OF PAPER. BE SURE TO PUT YOUR FULL NAME AT THE TOP OF EACH SHEET YOU USE.

APPROVED:

\_\_\_\_\_  
Academic Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Dean of College

\_\_\_\_\_  
Date

UNIVERSITY OF CALIFORNIA, RIVERSIDE  
OFFICE OF THE REGISTRAR  
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## APPLICATION FOR PLANNED EDUCATIONAL LEAVE PROGRAM (PELP)

### Directions to the Applicant

1. Read the UCR PELP Information Sheet to determine if Planned Educational Leave is appropriate for you. You are encouraged to consult with your academic advisor, your associate dean, or the staff of the Counseling Center.
2. Complete this application form, supplying all information required.
3. Obtain the approval of your academic advisor and the associate dean of your college.
4. Pay the non-refundable fee of \$60.00 (\$70.00 fall 2012 and forward) at the Cashier's Office. (If dismissed for academic reasons, the application fee will be refunded, and this application will be voided.)
5. File this form with the Registrar before departure. The application deadline for PELP is the first day of the quarter in which PELP is to begin.
6. It is your responsibility to be informed about the effect of the Planned Educational Leave upon such matters as financial aid, housing contracts, veterans benefits, etc.
7. If you do not plan to complete the current quarter, but do plan to register for the next quarter, you file the withdrawal petition and an application for readmission for the next quarter, and you are not considered to be on PELP.
8. If you do not plan to complete the current quarter and plan to be on leave for at least one full quarter, you must file a withdrawal petition in addition to the PELP application form.
9. If you have paid your fees for next quarter and will be filing the PELP application before the first day of classes for that quarter, you must notify the Registrar's office to receive a refund.
10. International students should not apply for PELP, because any non-U.S. citizen attending on a student visa who is not registered full-time during a regular quarter is subject to revocation of their student visa.
11. Students on PELP may not enroll at another academic institution.
12. To request a change in PELP, you must:
  - a) Shorten: Request approval from your associate dean at least one month before the start of the quarter for which you intend to return.
  - b) Lengthen: Request approval from your associate dean at least three weeks before the start of the quarter for which you had originally intended to return. The total length of time you are on PELP cannot exceed three consecutive quarters (excluding Summer Session).