

Withdrawal Calendars / Refund and Assessment Schedule(s): Spring 2014

Students are responsible for knowing the Refund/Assessment Schedule, and for paying tuition and fees. Faculty/Staff utilizing the Tuition Benefit have a different schedule and should refer to the [Bursar's Office](#) for this information.

2014 Withdrawal Dates	Refund/Assessment Schedule
By January 3 at 11:59 PM	<p>Continuing Students: Upon withdrawal, full refund of tuition, fees, and confirmation deposit is granted.</p> <p>New/readmit/transfer students: If a new, readmitted, or transfer student attended orientation and/or registered for classes, they will be responsible for the matriculation fee (or new student fee). Also, new, readmitted, and transfer students are not eligible for a confirmation deposit refund.</p>
January 4 – January 29 at 11:59 PM	<p>A withdrawal fee of \$200 in tuition and fees* will be assessed. (The confirmation deposit is automatically credited towards this withdrawal fee.)</p> <p>New/readmit/transfer students will be responsible for the new student fee, and the confirmation deposit will not be refunded. New/readmit/transfer students will not be charged the withdrawal fee.</p> <p>Continuing Education students are not assessed a financial penalty if they withdraw by January 29.</p>
January 30 – February 12 at 11:59 PM	Students who withdraw during this time will receive a W grade and be assessed 40% of tuition and fees* (60% refund).
February 13 – February 26 at 11:59 PM	Students who withdraw during this time will receive a W grade and be assessed 60% of tuition and fees* (40% refund).
February 27 – May 2 at 5 PM (last day of classes)	100% of tuition and fees will be assessed and W grades are posted (\$0 refund).
<p>* Note: Total tuition does NOT include the portion of tuition paid by COF for undergraduate students who pay the in-state (resident) tuition rate. Only the following fees will be partially refunded: student fee, capital construction fee and athletic fee.</p> <ul style="list-style-type: none"> • <i>New, transfer, or readmit students who withdraw at any point during their first semester in a degree program at CU will be responsible for the new student fee.</i> • All students who are withdrawing are encouraged to contact the Office of the Registrar or to look at the registrar's webpage for additional withdrawal information. 	



Spring 2014 Withdrawal Information

Withdrawal Procedure:

Registered students may withdraw by dropping all of their main campus courses through their student portal until the tenth week of classes. To officially withdraw, students may submit the Spring 2014 Withdrawal form through mail, fax, visit the Registrar's Office, or by email. To withdraw by email, an email must be sent from their CU email account. If a Dean's or an ISSS advisor's signature is required, please submit the Withdrawal form instead. More information here:

<http://www.colorado.edu/registrar/withdrawing-university>.

International Students

International students MUST consult with International Student and Scholar Services (ISSS) and receive a signature on their withdrawal form BEFORE they withdraw. Failure to check with ISSS before withdrawing could endanger immigration status. Contact Information: Center for Community S355, or 303-492-8057.

Student Athlete

Student athletes should contact the Herbst Academic Center before withdrawing at 303-492-6591 or see: <http://www.cubuffs.com/>.

Continuing Education (CEPS)

Students enrolled in CEPS courses only must contact CEPS to be withdrawn. Degree-seeking students registered for CEPS and main campus courses may request the Office of the Registrar to drop their CEPS courses also. List this on the withdrawal form, email, or letter. Contact Information: 303-492-5148, or ceregistration@colorado.edu.

Military Active Duty, Reservists, National Guard, and Emergency Personnel

Students called to active duty for military or emergency services should let the Withdrawal Coordinator know that their withdrawal is mandated by providing a copy of their orders. After providing orders, the student may be placed on the Time-Off program at no charge.

Health and Wellness Information:

Wardenburg Student Health Center
Contact Wardenburg for information regarding insurance or billing at 303-492-5101. See also: <http://www.colorado.edu/healthcenter/>.

The following offices offer counseling services and information to all CU students:

Counseling and Psychological Services (CAPS)

CAPS offers free and confidential counseling. CAPS offers these services up to 30 days from the official withdrawal date. Contact Information: Center for Community S440, 303-492-6766 or <http://www.colorado.edu/counseling/>.

Multicultural Support and Advocacy (CMA)

The CMA offers free counseling. Contact Information: Center for Community N320, 303-492-5667 or <http://cma.colorado.edu/>.

The Office of Victim Assistance (OVA)

The OVA offers free and confidential counseling. Contact Information: Center for Community S440, 303-492-8855 or <http://cuvictimassistance.com/>.

Financial Information:

Refund/Assessment Schedule

The withdrawal refund/assessment schedule, for Main campus courses, is available online at: <http://www.colorado.edu/registrar/withdrawing-university>.

Tuition Dispute Process

The tuition dispute process is handled by the Bursar's Office. For information, please see: bursar.colorado.edu/billing/tuition-dispute/. The deadline to dispute charges is the last day of classes. Contact Information: Bursar's Office, 303-492-5381, or bursar@colorado.edu.

Federal Perkins Loans

Students with Federal Perkins loans or a short-term loan must complete the loan exit interview. Contact information: Student Loan Department in the Bursar's Office, 303-492-5571, or www.colorado.edu/bursar.

College Opportunity Fund

In-state undergraduate students who withdraw by the drop deadline will not have their authorized COF hours deducted from their lifetime hours. After the drop deadline, COF authorized hours will be deducted from their 145 lifetime hours.

Out-of-State Guaranteed Tuition Rate

Out-of-state students who withdraw from the semester will not have their four year guaranteed tuition period extended. Contact Information: Bursar's Office, 303-492-5381, or bursar@colorado.edu. More information is available here: <http://www.colorado.edu/pba/budget/tuitionfees/guarantee.html>.

Financial Aid Exit

Students who withdraw and currently receive Financial Aid benefits may be responsible for returning some or all funding. Students with aid should contact the Office of Financial Aid and complete the Financial Aid exit interview before withdrawing. Contact information: Office of Financial Aid, 303-492-5091, or finaid@colorado.edu.

RA's and TA's

Graduate students, who receive an RA/TA appointment and withdraw within the first 12 weeks of the semester, will have their RA/TA appointment reversed and will be responsible for tuition charges according to the refund/assessment schedule.

Faculty and Staff

Faculty/staff who have utilized the tuition benefit to register should contact the Bursar's office about withdrawing in addition to completing form. Contact Information: Bursar's Office, 303-492-5381, or bursar@colorado.edu.

VA Education Benefits

Students who receive VA education benefits should contact the Veterans Educational Benefits Office before withdrawing. Contact Information: Center for Community S482, 303-492-7322, or Veterans@colorado.edu.

Housing Information:

If you live in the residence halls, you must notify your residence hall director to inform them of your withdrawal and to complete the housing check out procedure. The checkout procedure must be completed within 48 hours of your withdrawal. For more information, call the Occupancy Management Office, 303-492-6673 or email reservations@colorado.edu.

Bear Creek residents must notify the Bear Creek office of their withdrawal at 303-735-2275.

Family housing residents must notify the Family Housing Office at 303-492-6384, of their withdrawal and provide 45 days' notice before they move out.

Residential Academic Program (RAP)

Students who are signed up for a residential academic program (RAP) need to contact their program coordinator to withdraw from their RAP.

Student Selected Opportunities:

Athletic Tickets

Purchased athletic tickets remain valid for the semester. To return tickets, contact the Athletic Ticket box office at 303-492-8337.

Student Opportunity Fees

Students who selected Student Opportunity fees will be billed for them. The deadline to request a refund of these fees is the drop deadline. For a refund, please contact those offices who provide the services directly: <http://www.colorado.edu/registrar/student-opportunities>.

CU Recreation Center

Withdrawn students are not eligible to use the Recreation Center. Students on the StayConnected or the Time-Off Program may purchase a recreation center pass. For refunds or exceptions, contact the CU Recreation Center cashiers at 303-492-6880.

Planning to Return to CU?

Degrees seeking undergraduate students are eligible to return to the University up to three semesters (including summer, up to four with restrictions) from their last graded semester without reapplying. Please refer to the [Return Chart](#) for the return semester. While away, students may register for their return semester with the same priority as before. Their CU email and portal account will remain active. To access certain benefits while away, undergraduate students can apply for the StayConnected program. For more information please call 303-492-6970 or see: <http://www.colorado.edu/registrar/withdrawing-university>.

Graduate, Law and MBA students who would like to take up to three semesters off (including summer,) need to apply for the Time-Off Program. The student will register for the return semester with the same priority as before and will be able to access certain benefits while away. Approval signatures are required.

Withdrawal Checklist

To ensure a withdrawal is complete, please refer to the Withdrawal checklist here: http://www.colorado.edu/registrar/sites/default/files/forms/Withdrawal_Checklist.pdf.