# Withdrawal Calendars / Refund and Assessment Schedule

## Summer 2017

Students are responsible for knowing the refund and assessment schedule, and for paying tuition and fees. Faculty and staff using the tuition benefit have a different schedule; see Withdrawal & Dropping Classes.

## Requirements

Students in Arts and Sciences, Business, Education, Engineering, Journalism and the Graduate School **do not** require a dean’s signature in order to withdraw from a session.

Students in Environmental Design, Music, Law and MBA require a dean’s signature from a session after the date marked in the **Dean’s Signature Required After** column.

## Deadlines

Refer to the summer withdrawal assessment calendar above for financial penalty periods, deadlines to withdraw without a W grade, dean signature requirement dates and the last day to withdraw.

The last day to withdraw is always the day before the last day of class; the last day of class is reserved for finals.

No exceptions are made for missing these deadlines.

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## How to Withdraw

Summer withdrawals are unique: Students may withdraw from summer sessions separately. To withdraw from a summer session:

1. Complete the Office of the Registrar’s withdrawal form.
2. Read this publication and the withdrawal checklist for the possible impacts of withdrawing.
3. Use the calendar above to find related deadlines dates.

## Table

<table>
<thead>
<tr>
<th>Term</th>
<th>No Fee</th>
<th>No Refund, W Grade</th>
<th>Last Day to Withdraw</th>
<th>Dean’s Signature Required After</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maymester</td>
<td>May 16</td>
<td>May 17 – June 1</td>
<td>June 1</td>
<td>May 25</td>
</tr>
<tr>
<td>A</td>
<td>June 8</td>
<td>June 9 – July 6</td>
<td>July 6</td>
<td>June 23</td>
</tr>
<tr>
<td>B</td>
<td>July 14</td>
<td>July 15 – Aug. 10</td>
<td>Aug. 10</td>
<td>July 31</td>
</tr>
<tr>
<td>D</td>
<td>June 14</td>
<td>June 15 – Aug. 10</td>
<td>Aug. 10</td>
<td>July 18</td>
</tr>
<tr>
<td>D (900–999)</td>
<td>July 14</td>
<td>July 15 – Aug. 10</td>
<td>Aug. 10</td>
<td>July 31</td>
</tr>
<tr>
<td>E &amp; F (2 weeks or less)</td>
<td>Through the 2nd day of class</td>
<td>3rd day – last day of class</td>
<td>Day before last day of class</td>
<td>2nd day – 3rd day of class</td>
</tr>
<tr>
<td>Augmester</td>
<td>Aug. 8</td>
<td>Aug. 9 – Aug. 23</td>
<td>Aug. 23</td>
<td>Aug. 17</td>
</tr>
<tr>
<td>BS1 1st 6 weeks</td>
<td>June 2</td>
<td>June 3 – July 6</td>
<td>July 6</td>
<td>June 22</td>
</tr>
<tr>
<td>BS2 2nd 6 weeks</td>
<td>July 13</td>
<td>July 14 – Aug. 16</td>
<td>Aug. 16</td>
<td>Aug. 2</td>
</tr>
</tbody>
</table>

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Summer 2017 Withdrawal Information

Withdrawal Procedure
To officially withdraw from the university, students should submit a withdrawal form online. For more information, see Withdraw from CU.

Withdrawal Checklist
To ensure a withdrawal is complete, refer to the withdrawal checklist.

International Students
International students MUST consult with International Student and Scholar Services (ISSS) BEFORE they withdraw. Failure to do so could endanger the student’s immigration status. Contact information: 303-492-8057 or adviservs@colorado.edu.

Student Athlete
Student athletes must contact the Herbst Academic Center BEFORE withdrawing. Contact information: 303-492-6591.

Continuing Education (CE)
Students enrolled only in CE classes must contact CE to withdraw. Contact information: 303-492-5148 or ceregistration@colorado.edu.

Students Ordered to Active Duty or Emergency Personnel
Students called to active duty for military or emergency services should contact the Office of the Registrar and provide a copy of their orders. After providing orders, the student may be placed on a leave of absence.

Health and Wellness Information
For information about insurance or billing, contact Wardenburg Health Services, 303-492-5101.

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

Counseling & Psychiatric Services
CAPS offers confidential counseling up to 30 days from withdrawing. Contact information: Center for Community S440, 303-492-6766 or Wardenburg Health Center, 303-492-5654.

Center for Unity & Engagement
The CUE offers free counseling. Contact information: Center for Community N320, 303-492-5667.

The Office of Victim Assistance (OVA)
The OVA offers free and confidential advocacy and trauma counseling. Contact information: Center for Community S440, 303-492-8855, assist@colorado.edu.

Financial Information

Refund/Assessment Schedule
A withdrawal calendar/refund and assessment schedule for Main Campus classes is available on page 1. For more information, see Withdraw from CU.

Tuition Dispute Process
The tuition dispute process is available for students with extenuating circumstances. The deadline to dispute charges is the last day of classes. Contact information: 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, Bursar’s Office, 303-492-5571.

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 the 145 lifetime hours.

Out-of-State Guaranteed Tuition Rate
Out-of-state students who withdraw from the term do not have their four-year guaranteed tuition period extended. Contact information: Bursar’s Office, 303-492-5381 or bursar@colorado.edu.

Financial Aid
Students who received financial aid may be responsible for returning some or all funding. Students with aid should contact the Office of Financial Aid before withdrawing. Contact information: 303-492-5091 or financialaid@colorado.edu.

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

Faculty and Staff
Faculty and staff using the tuition waiver benefit should contact the Office of the Registrar and Bursar’s Office about withdrawing. Contact information: 303-492-5381 or bursar@colorado.edu.

VA Education Benefits
If you are receiving Veteran’s education benefits, contact Veteran’s Services at veterans@colorado.edu or 303-492-7322 before you withdraw to ensure they are aware of your situation.

Housing Information

• Residence hall residents must notify the residence hall director of their withdrawal and complete the housing checkout procedure within 48 hours of withdrawing. For more information, contact Student Housing at 303-492-6673 or studenthousing@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 of their withdrawal at 303-492-6384, and provide 45 days’ notice before they move out.

Residential Academic Program (RAP)
Students in a residential academic program (RAP) must contact their RAP advisor 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 office at 303-492-8337.

Student Opportunity Fees
Students who selected student opportunities are billed based on their selections. To request a refund, contact the office providing the service by the posted deadline (see the Academic Calendar).

CU Recreation Center
Withdrawn students are not eligible to use the Recreation Center. Students on an official leave of absence may purchase a recreation center pass. For refunds or exceptions, contact the CU Recreation Center at 303-492-6880.

Planning to Return to CU?

Degree-seeking undergraduate students may take a leave of absence of up to two semesters plus one summer from their last graded semester without reapplying. Please refer to the return chart. While away, students can register with the same priority as before. Their CU email and MyCUInfo accounts remain active.

Undergraduate students may access certain CU Boulder benefits while away by applying for a leave of absence. For more information, call 303-492-6970 or see Withdraw from CU.

Graduate, Law and MBA students must apply in order to take a leave of absence. They will register with the same priority as before and are able to access certain benefits while away. Approval signatures are required.