

Withdrawal Calendars / Refund and Assessment Schedule(s)

Spring 2015

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

| Spring 2015 Withdrawal Dates | Refund/Assessment Schedule |
|---|--|
| By January 2 at 11:59 p.m. | <p>Continuing students: Upon withdrawal, full refund of tuition, fees and confirmation deposit is granted.</p> <p>New/readmit/transfer students: Upon withdrawal, new/readmitted/ transfer students are not eligible for a confirmation deposit refund.</p> |
| January 3 – January 28 at 11:59 p.m. | <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 are not eligible for a confirmation deposit refund. 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 28.</p> |
| January 29 – February 11 at 11:59 p.m. | Students who withdraw during this time will receive a W grade and be assessed 40% of tuition and fees* (60% refund). |
| February 12 – February 25 at 11:59 p.m. | Students who withdraw during this time will receive a W grade and be assessed 60% of tuition and fees* (40% refund). |
| February 26 – May 1 at 5 p.m. (last day of classes) | 100% of tuition and fees will be assessed and W grades are posted (\$0 refund). |
| <p><i>* The 60% and 40% refunds apply to the net portion of tuition after COF has been paid for an in-state student. Only the following fees are partially refunded: student fee, capital construction fee and athletic fee.</i></p> <p>All students who are withdrawing are encouraged to contact the Office of the Registrar or to visit the registrar's webpage for additional withdrawal information.</p> | |

Spring 2015 Withdrawal Information

Withdrawal Procedure:

Registered students may withdraw by dropping all of their Main Campus courses through MyCUInfo until the tenth week of classes. To officially withdraw, students may submit the Spring 2015 Withdrawal Form to the Office of the Registrar in person or by mail, fax or email. To withdraw by email, the message must be sent from the student's CU email account. A Withdrawal Form is mandatory for students requiring a dean or ISSS advisor's signature. For more information, see [Withdrawing from the 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 the student's immigration status. Contact information: Center for Community S355 or 303-492-8057.

Student Athlete

Student athletes must contact the [Herbst Academic Center](#) **BEFORE** they withdraw. Contact information: 303-492-6591.

Continuing Education (CEPS)

Students enrolled only in CEPS courses must contact CEPS to be withdrawn. Degree-seeking students registered for CEPS and Main Campus courses may ask the Office of the Registrar to drop their CEPS courses as well. 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:

For information about insurance or billing, students should contact the [Wardenburg Health Center](#), 303-492-5101.

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.

Cultural Unity and Engagement Center

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 counseling. Contact information: Center for Community S440, 303-492-8855.

Financial Information:

Refund/Assessment Schedule

A withdrawal refund/assessment schedule for Main Campus courses is available in the semester-specific Withdrawal Information PDF; see [Withdrawing from the University](#).

Tuition Dispute Process

The [tuition dispute process](#) is handled by the Bursar's Office. 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 do 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 do not have their [four-year guaranteed tuition period](#) extended. Contact information: Bursar's Office, 303-492-5381 or bursar@colorado.edu.

Financial Aid Exit Interview

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: 303-492-5091 or financialaid@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 used the tuition benefit to register should contact the Bursar's Office about withdrawing, in addition to completing a form. Contact information: 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:

- **Residence hall** residents must notify the residence hall director of their withdrawal and complete the housing checkout procedure within 48 hours of withdrawal. For more information, call the Occupancy Management Office, 303-492-6673 or 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 of their withdrawal at 303-492-6384, 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 RAP 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 opportunities](#) will be billed for them. The deadline to request a refund of these fees is the drop deadline. For a refund, directly contact the offices providing the services.

CU Recreation Center

Withdrawn students are not eligible to use the Recreation Center. Students on the StayConnected or 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?

Degree-seeking undergraduate students are eligible to return to the university up to three semesters from their last graded semester (including summer; up to four semesters with restrictions) 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 MyCUInfo accounts will remain active. To access certain benefits while away, undergraduate students can apply for the StayConnected Program. For more information, call 303-492-6970 or see [Withdrawing from the 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, refer to the [Withdrawal Checklist](#).