

## Withdrawal Calendars / Refund and Assessment Schedule

Spring 2016

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 the [Bursar's Office](#) page.

Spring 2016 Withdrawal Dates	Refund and Assessment Schedule
By January 1 at 11:59 p.m.	<p><b>Continuing students:</b> Upon withdrawal, full refund of tuition, fees and confirmation deposit is granted.</p> <p><b>New, readmit &amp; transfer students:</b> Upon withdrawal, these students are not eligible for a confirmation deposit refund.</p>
January 2 – January 27 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><b>New, readmit &amp; transfer</b> students are not eligible for a confirmation deposit refund. These students will not be charged the withdrawal fee.</p> <p><b>Continuing Education</b> students are not assessed a financial penalty if they withdraw by January 27.</p>
January 28 – February 10 at 11:59 p.m.	Students who withdraw during this time will be assessed 40% of tuition and fees* and W grades will be posted (60% refund).
February 11 – February 24 at 11:59 p.m.	Students who withdraw during this time will be assessed 60% of tuition and fees* and W grades will be posted (40% refund).
Starting February 25	100% of tuition and fees will be assessed and W grades are posted (\$0 refund).
March 15	60% date for earning financial aid, however, students may not keep all of their aid depending upon verification of attendance. Please see the <a href="#">Office of Financial Aid's webpage</a> for more information.
April 29 at 5 p.m. (last day of classes)	Last day to withdraw, student will be assessed full tuition and fees and will receive W grades.

\* 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. All other fees will not be adjusted.

# Spring 2016 Withdrawal Information

## Withdrawal Procedure

To officially withdraw, students may submit the Spring 2016 Withdrawal Form to the Office of the Registrar in person, by mail, fax or email. To withdraw by email, the request 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 [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 check with ISSS could endanger the student's immigration status. Contact information: 303-492-8057.

## Student Athlete

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

## Continuing Education (CE)

Students enrolled in only CE classes must contact CE to withdraw. Degree-seeking students registered for CE and Main Campus classes may request to be withdrawn from CE classes through the Office of the Registrar. Contact information: 303-492-5148 or [ceregistration@colorado.edu](mailto:ceregistration@colorado.edu).

## Students Ordered to Active Duty or Emergency Personnel

Students called to active duty for military or emergency services should contact the Withdrawal Coordinator about and provide a copy of their orders. After providing orders, the student may be placed on the Time-Off Program.

## Health and Wellness Information

For information about insurance or billing, 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 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 classes is available in the term-specific Withdrawal Information; see [Withdraw from CU](#).

### 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](mailto: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 their 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](mailto: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](mailto: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 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/staff who used 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](mailto:bursar@colorado.edu).

### VA Education Benefits

Students who receive VA education benefits should contact the Veterans Educational Benefits Office. Contact information: 303-492-7322 or [veterans@colorado.edu](mailto: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](mailto: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 advisor to withdraw from their RAP.

### Student Selected Opportunities

#### Athletic Tickets

Purchased athletic tickets remain valid for the term. 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 an official leave of absence 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 may take a leave of absence of up to three terms from their last graded term (including the summer) 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 for the return term with the same priority as before and are able to access certain benefits while away. Approval signatures are required.