Withdrawal Calendar / Refund and Assessment Schedule

Spring 2018

Students are responsible for knowing the refund and assessment schedule, and paying tuition and fees.

- Faculty and staff using the tuition benefit have a different schedule. See Withdrawal & Dropping Classes.
- Students enrolled in an eight-, five- or four-week class: see the Special Session Withdrawal Calendar.

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<th>Spring 2018 Withdrawal Dates</th>
<th>Refund and Assessment Schedule</th>
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| By Jan. 5 at 11:59 p.m.     | **Continuing** students who drop all Main Campus classes are eligible for a full refund of their tuition, fees and confirmation deposit.  
**New, readmit & transfer** students who drop all Main Campus classes are not eligible for a refund of their confirmation deposit. |
| Jan. 6–31 at 11:59 p.m.     | Students who drop all Main Campus classes are required to pay a $200 withdrawal fee. The confirmation deposit is automatically credited toward the fee.  
**New, readmit & transfer** students are not eligible for a confirmation deposit refund, and will not be charged the withdrawal fee.  
**Continuing Education** students are not assessed a financial penalty if they withdraw by Jan. 31. |
| Feb. 1–14 at 11:59 p.m.     | Students who drop all Main Campus classes are required to pay 40 percent of tuition and fees,* and W grades are posted to transcripts (60 percent refund). |
| Feb. 15–28 at 11:59 p.m.    | Students who drop all Main Campus classes are required to pay 60 percent of tuition and fees,* and W grades are posted to transcripts (40 percent refund). |
| March 1–May 3 at 11:59 p.m. | Students who drop all Main Campus classes are required to pay 100 percent of tuition and fees (no refund), and W grades are posted to transcripts. |
| March 20                    | The semester is 60 percent complete. If attendance is confirmed, students who drop all Main Campus classes on or after this date will have earned 100 percent of their financial aid award. See the Financial Aid Withdrawal Policy for details. |
| Beginning March 24          | **Environment, Law, Music** and **MBA** students require dean’s approval to drop all Main Campus classes. |
| May 3 at 11:59 p.m. (last day of classes) | Last day to withdraw from the university. Students who drop all Main Campus classes are required to pay full tuition and fees, and W grades are posted to transcripts. |

*The 60 percent and 40 percent 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.

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Spring 2018 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: 303-492-8057 or adviser@colorado.edu.

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

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

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 to all CU Boulder students:

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

Center for Unity & Engagement CUE offers free counseling. Contact: Center for Community N320, 303-492-5667.
The Office of Victim Assistance (OVA) OVA offers free and confidential advocacy and trauma counseling. Contact: Center for Community S440, 303-492-8855, assist@colorado.edu.

Disability Services (DS) DS offers services for students with disabilities. Contact: Center for Community N200, 303-492-8671, dsinfo@colorado.edu.

Financial Information
Refund/Assessment Schedule
A refund calendar/assessment schedule for Main Campus classes is available online. 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: 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: 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: 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: 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: 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.