

## 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](#).

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

\*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.

# 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](mailto: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](mailto: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](mailto:assist@colorado.edu).

## **Disability Services (DS)**

[DS](#) offers services for students with disabilities. Contact: Center for Community N200, 303-492-8671, [dsinfo@colorado.edu](mailto:dsinfo@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: 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: 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](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: 303-492-5091 or [financialaid@colorado.edu](mailto: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](mailto:bursar@colorado.edu).

### **VA Education Benefits**

If you are receiving Veteran's education benefits, contact [Veteran's Services](#) at [veterans@colorado.edu](mailto: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](mailto: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.