

WITHDRAWAL & REFUND POLICIES

WITHDRAWING FROM SCHOOL

Important note: The University defines **WITHDRAWING** as the termination of your enrollment for the term. You are no longer registered for ANY courses. You have completed NO courses.

Withdrawal refunds are based on appeals submitted by the published deadlines outlined below. Rebates/ Adjustments are made less any non-refundable fees such as the matriculation and campus I.D. fee.

Parking permits **MUST BE RETURNED** to the Public Safety Office IMMEDIATELY after withdrawing from UCCS by the dates and times stated below in order to obtain a refund. Parking Services is located on the first floor of the Public Safety building, just east of the parking garage.

If you live in on-campus housing, you must fill out a housing petition to cancel your housing agreement. This form is available online at <http://www.uccs.edu/residence>, or at the Monarch or Crestone Offices. If you do not do so, you will be responsible for all of your housing charges for the semester. This should be done AFTER you withdraw from the University. Please see your Student Handbook and Planner for refund details, they are different than the tuition and fees schedule.

WITHDRAWAL PROCEDURES

Until 11:59 pm, Feb 1, the web registration systems must be used to withdraw from school. To withdraw during this period and receive a 100% rebate for regular semester classes (less any non-refundable fees):

1. Follow the registration instructions on page 10 and drop ALL of your courses by 11:59 pm on Feb 1.
2. If you are receiving Financial Aid or Veterans' benefits, notify the applicable office.
3. Turn in any address changes to the Admissions and Records Office.
4. **RETURN** your parking permit to the Public Safety Office, Pkg Garage/ Pub Safety Building 104.

5. Refund processing will begin approximately two weeks after census date.

Important Reminder:

ALL refunds must be by Direct Deposit. All students **MUST** set up their direct deposit information online through the student portal. If you have any questions call 719-255-3391.

After Feb 1, withdrawals must be initiated at the Admissions and Records Office.

Important Notice

Withdrawals and Drops received after Feb 1 will be recorded with a grade of "W" on the student's permanent record.

To withdraw from school between Feb 1 through March 30:

1. Obtain the Withdrawal Form from the Admissions and Records Office.
2. If you are receiving Financial Aid or Veterans' benefits, obtain the appropriate signatures on the *Withdrawal* form. **PLEASE NOTE: Financial Aid recipients may be required to repay their financial aid.**
3. Take the *Withdrawal* form to the Bursar/Cashier Window (Main Hall, second floor) for approval.
4. Submit the *Withdrawal* form to the Admissions and Records Office for final approval and recording. **WITHDRAWALS** are recorded and become effective when the completed *Withdrawal* form is received at the Admissions and Records Office.
5. Unless you follow these procedures, you have not withdrawn, "F" grades will be recorded on your record, and you will be liable for full payment of all tuition and fees.
6. If students withdraw during a published refund period, the refund processing will be approximately 2 weeks after a withdrawal is complete.
7. **RETURN** your parking permit to the Public Safety Office, Pkg Garage/ Pub Safety Building 104.

Financial Aid recipients who do not properly withdraw and receive "F"s, will have enrollment verification forms sent to their instructors. The withdrawal date will be calculated according to the last date the student attended class. If this falls within the first 60% of class, some or all of the financial aid may have to be repaid.

WITHDRAWAL APPEAL DEADLINES

There are no refunds for withdrawals after March 30, except by appeal and following the steps below.

- ▶ **Feb 1** is the last day to withdraw and receive the **100% credit** against your TOTAL bill minus any non-refundable fees.
- ▶ **Feb 10, 5:00 p.m.**, is the last day to withdraw and receive the **80% credit** against your TOTAL bill.

PLEASE NOTE: This is **NOT** a REBATE equal to 80% of your down payment. You will still be liable for 20% of your total bill.

- ▶ **Feb 24, 5:00 p.m.** is the last day to withdraw and receive the **60% credit** against your TOTAL bill.

PLEASE NOTE: This is **NOT** a REBATE equal to 60% of your down payment. You will still be liable for 40% of your total bill.

After Feb 24, no further adjustments will be made.

- ▶ **March 30, 5:00 p.m.**, is the last day to withdraw. You must officially withdraw to avoid "F" grades on your record.

After March 30, you may not withdraw without special written permission of your academic dean.

SHORT COURSES have special academic and financial deadlines. Click "Deadlines" above your schedule in the Student Self Service Center to see these deadlines.