

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, 104 Pkg Garage/Pub Safety Building by the dates and times stated below to obtain a refund. If your only/last class is canceled, you must return your permit to Public Safety to avoid being billed for the permit.

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 11:00 p.m., Feb 3, the web registration systems must be used to withdraw from school. To withdraw during this period and receive a 100% rebate (less any non-refundable fees):

1. Follow the registration instructions on page 10 and drop **ALL** of your courses by 11:00 pm on Feb 3.
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 checks will be processed and mailed approximately two weeks after census date.

Important Reminder:

ALL refunds must be by Direct Deposit. All students **MUST** fill out a direct deposit form at the Bursar office. If you have any questions call 719-255-3391.

After Feb 3, withdrawals must be initiated at the Admissions and Records Office.

Important Notice
Withdrawals and Drops received after Feb 3 will be recorded with a grade of "W" on the student's permanent record.

To withdraw from school between Feb 4 through Apr 2:

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 refunds will be processed and mailed 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 Feb 26 except by appeal and following the steps below.

- ▶ **Feb 3** is the last day to withdraw and receive the **100% credit** against your TOTAL bill minus any non-refundable fees.
- ▶ **Feb 12, 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 26, 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 26 no further adjustments will be made.

- ▶ **Apr 2, 5:00 p.m.**, is the last day to withdraw. You must officially withdraw to avoid "F" grades on your record.

After Apr 2, you may not withdraw without special written permission of your academic dean.

SHORT COURSES (those fewer than 8 weeks in the summer, 16 weeks in the fall and spring) have special academic and financial deadlines. Refer to Short Course Deadline section of this schedule on page 118.