WITHDRAWAL & REFUND POLICIES

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, Sept. 10, MyUCCS Portal must be used to withdraw from school and receive a 100% refund for regular semester classes (less any non-refundable fees):

1. Follow the registration instructions on page 7 and drop ALL of your courses by 11:59 pm on Sept. 10.
2. If you are receiving Veterans’ benefits, notify that office.
3. Turn in any address changes to the Office of the Registrar.
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 should set up their direct deposit information online through the student portal. If you have any questions call 719-255-3391.

Through Oct. 30, withdrawals must be initiated through the MyUCCS Portal.

Important Notice
Withdrawals and Drops posted after Sept. 10, will be recorded with a grade of “W” on the student's permanent record. Special deadlines apply for short courses.

To withdraw from school after Oct. 30:

1. Obtain the Withdrawal Form from the Admissions and Records Office.
2. Financial Aid recipients may be required to repay their financial aid. Veteran’s benefits recipients will be required to repay benefits.
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 Unless you follow these procedures, you have not withdrawn, “F” grades will be recorded on your record, and you will be liable for full payment of all tuition and fees.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 begin 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. Veterans using benefits who stop attending a class (or classes) at any time during the semester and receive an F grade will have to repay Veteran’s Benefits.

Withdrawal Deadlines (full semester courses)
There are no refunds for withdrawals after Oct. 2, except by appeal and following the steps below.

Sept. 10 is the last day to withdraw and receive the 100% credit against your TOTAL bill minus any non-refundable fees.

Sept 18, 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.

Oct. 2, 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 Oct. 2, no further adjustments will be made.

Oct. 30, 5:00 p.m., is the last day to withdraw. You must officially withdraw to avoid “F” grades on your record.

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

Tuition Appeals
Tuition Appeals are for students who are requesting a refund of their tuition charges due to extenuating circumstances for dropped classes that occurred during the semester. Tuition Appeals must be submitted by the end of the next semester to be considered (fall appeals due by end of spring semester; and spring/summer appeals due end of fall semester). Tuition appeal forms are available at the Admissions and Records Office.

NOTE: SHORT COURSES have special academic and financial deadlines. Click “Deadlines” by your classes in the Student Self Service Center to see these deadlines.