

Withdrawing from CU-Boulder



Bursar's Office
Office of the Registrar
Office of Financial Aid

Colorado
University of Colorado at Boulder

INTRODUCTION

This brochure is provided for you by the Offices of the Bursar, Registrar and Financial Aid at the University of Colorado at Boulder. The following pages explain how students complete the official withdrawal process. The university is governed by institutional, state, and federal rules and regulations. This withdrawal process is created within those rules and regulations. Not attending classes is not an official withdrawal, nor are students automatically dropped from all their classes for not attending. If a student is registered and does not attend classes, s/he is still responsible for tuition and fees for the enrolled semester and will receive failing grades for all classes for which s/he is enrolled.

Note: Federal law (specifically, the Family Educational Rights and Privacy Act, FERPA) limits the information university staff can provide to parents and the direction they can take from parents. The student account is in the student's name, and information regarding that account can only be issued directly to the student unless the student has signed a Parent Permission Form, <http://registrar.colorado.edu/parents/parents.html>.

Students should be aware that there are several offices on campus that can provide pre-withdrawal counseling from the student's academic advisor, to private, confidential counseling (see "Counseling" in the index on page 10). Here are some general tips to help a student through the withdrawal process.

- A Withdrawal Checklist, <http://registrar.colorado.edu/students/withdrawalchecklist.html>.
- Withdrawing students should carefully read everything they receive from any CU-Boulder office.
- Students should write down the name of the person with whom they speak. If follow up is needed, the student can ask for the person who is familiar with their situation.
- It is the student's responsibility to be aware of deadlines and university policies such as the withdrawal policy regarding tuition and fees payment and/or refund.

We realize there may be special circumstances that make it necessary for a student to leave the university. The staff members of the bursar's, financial aid and registrar's offices are ready and willing to assist students with any questions or concerns.

OFFICE OF THE REGISTRAR, REGENT ADMINISTRATIVE CENTER, ROOM 105 <http://registrar.colorado.edu/>

Mailing Address: University of Colorado, Office of the Registrar, 20 UCB, Boulder, CO 80309-0020

Office Hours (Monday – Friday):
fall/spring 9:00 A.M. - 5:00 P.M.
summer 7:30 A.M. - 4:30 P.M.

Telephone: (303) 492-6970
Phone Hours (Monday – Friday):
fall/spring 8:00 A.M. – 5:00 P.M.
summer 7:30 A.M. – 4:30 P.M.
Fax: (303) 492-8748

Withdrawal & Time Out Program Office of the Registrar

Telephone: (303) 492-8673
Fax: (303) 492-8748
E-mail address: withdraw@colorado.edu
Web address: <http://registrar.colorado.edu/students/withdraw.html>

OFFICE OF THE BURSAR, REGENT ADMINISTRATIVE CENTER, ROOM 150 <http://www.colorado.edu/bursar>

Mailing Address: University of Colorado, Bursar, 43 UCB, Boulder, CO 80309-0043

Lobby Window Hours (Monday – Friday):
fall/spring 9:00 A.M. - 5:00 P.M.
summer 9:00 A.M. - 4:30 P.M.

Telephone: (303) 492-5381
Phone Hours (Monday – Friday):
fall/spring 9:00 A.M. – 12:00 P.M.
& 1:00 A.M. – 5:00 P.M.
summer 9:00 A.M. – 12:00 P.M.
& 1:00 A.M. – 4:30 P.M.
Fax: (303) 492-1017
E-mail address: bursar@colorado.edu

OFFICE OF FINANCIAL AID, REGENT ADMINISTRATIVE CENTER, ROOM 175 <http://www.colorado.edu/finaid/>

Mailing Address: University of Colorado, Office of Financial Aid, 77 UCB, Boulder, CO 80309-0077

Lobby Window Hours (Monday – Friday):
fall/spring 9:00 A.M. - 5:00 P.M.
summer 9:00 A.M. - 4:30 P.M.

Telephone: (303) 492-5091
Phone Hours (Monday – Friday):
fall/spring 8:00 A.M. – 5:00 P.M.
summer 7:30 A.M. – 4:30 P.M.
Fax: (303) 492-0838
E-mail address: finaid@colorado.edu

WITHDRAWAL PROCEDURES

Students should check with their dean's office concerning withdrawal rules. Refer to the registrar's withdrawal website (address above), or the *University of Colorado at Boulder Summer Session Catalog* or web site, <http://www.colorado.edu/summer> for detailed information for each specific term. Rules for withdrawing may vary with each college and school.

In any term, students are not permitted to withdraw after the last day of classes.

A STUDENT CAN WITHDRAW FROM THE UNIVERSITY BY DOING ONE OF THE FOLLOWING:

- E-mail a statement of withdrawal (if the email account is in the student's name) to withdraw@colorado.edu. Include full name, permanent mailing address and phone number.
- Fill out a withdrawal form in the Office of the Registrar, Regent 105 or print and bring in or mail a copy of the withdrawal form on the registrar's withdrawal website,

<http://registrar.colorado.edu/students/withdraw.html>

- Send a letter of withdrawal to:
University of Colorado at Boulder
Office of the Registrar
20 UCB
Boulder, CO 80309-0020

If the withdrawal is before the third Wednesday of classes (the drop deadline), the student may drop all classes via CUConnect, <https://cuconnect.colorado.edu> (login and click on the PLUS tab, then click on Registration) and follow the drop with a formal e-mail, fax or letter as above.

Students Ordered to Active Duty or Emergency Service

Students who are military members or who leave the university to respond in an official capacity to a state or national emergency should refer to the registrar's withdrawal procedures, http://registrar.colorado.edu/students/withdrawal_emergencies.html.

Once notified, the registrar's office will put you on an extended Time Out Program without charge.

Nondegree students (including ACCESS) withdraw through the Division of Continuing Education and Professional Studies by e-mailing ceregistration@colorado.edu or by writing:

1505 University Ave
178 UCB
Boulder, CO 80309-0178

WHAT HAPPENS IF A STUDENT FAILS TO WITHDRAW OFFICIALLY?

Failure to officially withdraw will result in a failing grade being recorded for every course taken in the term, and makes the student responsible for the full amount of tuition and fees for that term.

CAN A STUDENT RETROACTIVELY WITHDRAW?

If a student fails to withdraw from a semester and later wants to retroactively withdraw, the student should first contact his or her academic advisor regarding her or her college or schools policy on retroactive withdrawal (withdrawal beyond the last day of classes for a term). The retroactive withdrawal process is approved through the student's college/school's dean's office and is based on extenuating circumstances (severe illness, death in the immediate family, etc.).

WHAT IS THE WITHDRAWAL POLICY REGARDING PAYMENT OF TUITION AND MANDATORY FEES?

Students who pay their \$200 enrollment deposit and register for classes for any given semester are obligated to pay full tuition and fees for that semester, unless they officially withdraw from the university. Tuition and fee obligations for withdrawing students for fall and spring semesters are as follows.

If continuing students withdraw by the deadline to withdraw with no financial penalty, the \$200 enrollment deposit is refunded, less any outstanding charges. (Refer to the registrar's withdrawal website opposite). New and readmitted students who withdraw by this deadline are not eligible for a refund. New and readmitted students who register and then withdraw are also responsible for the \$108 matriculation fee.

If students withdraw on or before the third Wednesday of instruction, a \$200 withdrawal fee is assessed. (The \$200 enrollment deposit is applied to this charge.)

After the third Wednesday of instruction through the fifth Wednesday of instruction, 100 percent of full tuition and mandatory fees is charged. HOWEVER, if a student withdraws during this time and has circumstances that may warrant a

tuition adjustment, the student may petition the Registrar's Office to be assessed only 40 percent of tuition and fees (providing the Registrar's Office with a brief written explanation of the reason for the student's withdrawal is sufficient for the petition).

After the fifth Wednesday of instruction through the seventh Wednesday of instruction, 100 percent of full tuition and mandatory fees* is charged. HOWEVER, if a student withdraws during this time and has circumstances that may warrant a tuition adjustment, the student may petition the registrar's office to be assessed only 60 percent of tuition and fees (providing the registrar's office with a brief written explanation of the reason for the student's withdrawal is sufficient for the petition).

After the seventh Wednesday of instruction, 100 percent of full tuition and mandatory fees is due to the university. 100 percent of Student Course Fees is charged. If a student has extenuating circumstances surrounding withdrawal, they may dispute tuition and fees through the Bursar's tuition dispute process, (303) 492-7496, <http://www.colorado.edu/bursar/info/dispute.html>

Refer to the *University of Colorado at Boulder Summer Session Catalog* or summer session web site, <http://www.colorado.edu/summer> for students withdrawing from all summer session courses.

Other fees that may be on a student's bill are "Student Opportunities/Services" fees. These fees are chosen by the student as a part of the registration process and are *not* mandatory. Examples of the services offered are *Student Groups, Collegiate Club Sports*, etc. A list of these services, including phone numbers, can be found on page 9 of this brochure. Any of these services appearing on the bill must be contacted individually by the student to determine if it is possible to receive a refund.

NOTE: To comply with Federal Financial Aid regulations, financial aid recipients' tuition and fee charges for withdrawals may be different. Please see "Special Conditions" section of this brochure on page 7.

*Mandatory fees refer to UCSU student fees, athletic fee and capitol construction fee.

WHAT WILL THE COLLEGE OPPORTUNITY FUND (COF) ASSESSMENT SCHEDULE BE FOR STUDENTS WHO ARE WITHDRAWING?

If a student never registers or withdraws from a semester on or before the 3rd Wednesday of instruction and is an undergraduate student paying resident (in-state) tuition who applied for COF (College Opportunity Fund) and authorized CU

access to the COF funds for the semester the COF eligible credit hours for which the student was enrolled for fall will not count toward the student's COF used hours balance.

If a student withdraws after the 3rd Wednesday of instruction through the 5th Wednesday of instruction, and is only assessed 40 percent of tuition and fees instead of 100 percent, the student will only have 40 percent of the COF eligible credit hours in which they were enrolled counted as used hours against their COF balance.

If a student withdraws after the 5th Wednesday of instruction through the 7th Wednesday of instruction and is only assessed 60% of tuition and fees instead of 100%, the student will only have 60% of the COF eligible credit hours in which they were enrolled counted as used hours against their COF balance.

If a student withdraws after the 7th Wednesday of instruction through the last day of classes for the semester, the COF eligible credit hours in which they were enrolled for the semester are considered used and will NOT be removed from their COF hours used balance.

WHAT OTHER CHARGES MIGHT APPEAR ON A STUDENT'S BILL?

Housing - If the student applied for residence hall housing, Housing & Dining Services should be informed of the withdrawal by calling the occupancy management office at (303) 492-6673, e-mailing reservations@housing.colorado.edu or by writing to:

University of Colorado at Boulder
Occupancy Management
75 Hallett Hall
154 UCB
Boulder, CO 80309-0154.

Students who have been living in the residence halls or in family housing need to contact their hall or housing office regarding checkout procedures. Students must formally check out and return their keys to their hall/housing office to avoid (further) financial penalty. The family housing office requires 45 days notice to vacate an apartment.

Matriculation Fee - There is a one-time, nonrefundable matriculation fee which is assessed at the time of initial registration, for students entering a program and for new degree students.

Parking Permit and Parking Tickets - When you withdraw from CU, you may be entitled to a prorated refund if you return your parking permit to Parking & Transportation (PTS) and at least three weeks remain in the semester. PTS Customer Service is available at 1050 Regent Drive (directly east of the engineering school) from 8 a.m. to 5 p.m. Monday through Friday. You may also mail the permit to 1050 Regent Drive, Boulder, CO 80309-0502. Your refund amount will be based on the date the permit is received by PTS. If you paid for your permit by credit card and it is possible to credit that card, that's what PTS will do.

Please do not sell or give your permit to another person. Permits are not transferrable. They may be displayed only in vehicles registered to them. Other vehicles displaying your permit are subject to citation or impound for unauthorized use.

Unpaid citations may be paid at the PTS Customer Service window on Regent Drive. It is best to check with Bursar's Office and with PTS (303-492-7384) to be sure you are aware of all unpaid citations. Citations do not automatically transfer to the Bursar's Office.

Residential Academic Program (RAP) – If a student applied for admission into a Residential Academic Program, the student should inform the RAP coordinator that he/she will not be attending and ask for the appropriate tuition and fee adjustment.

Wardenburg Student Health Insurance - If the student selected the student health insurance for the current semester, the charge and coverage will be dropped if the student withdraws on or before the tuition adjustment deadline (on or before the third Wednesday of instruction), in a fall or spring semester. After that date, the insurance charge is *nonrefundable*, and the student will remain covered by the insurance policy.

For questions call the Student Insurance Office at (303) 492-5107 or visit, <http://www.colorado.edu/studenthealthinsurance/index.html>.

Other Mandatory Fees - Other possible charges that might appear on a student's bill are: athletic tickets, phone charges, library fines, and parking fees and/or fines. Refer to "Phone Numbers" on page 10 for contact numbers.

HOW CAN A STUDENT OBTAIN A TRANSCRIPT?

Please check the registrar's web site, <http://registrar.colorado.edu/>, for up to the date

information on how to order an Official University of Colorado at Boulder transcript.

HOW DOES A STUDENT RETURN TO THE UNIVERSITY?

Students who withdraw from either a fall or spring semester and then wish to return to the university must either:

Reapply through the Office of Admissions, 303-492-6301, <http://www.colorado.edu/prospective/>

University of Colorado at Boulder
Office of Admissions
552 UCB
Boulder, CO 80309-0552

OR, go on the Time Out Program (TOP), if eligible, at <http://registrar.colorado.edu/students/timeoutprogram.html>

WHAT IS THE TIME OUT PROGRAM?

The Time Out Program (TOP) is for students in good standing (academic, ethical and disciplinary) who wish to take a leave from the university for one semester (or one full academic year). Students who are on academic probation in all colleges/schools EXCEPT Education, Engineering and Music are eligible for TOP. Students on academic suspension are not eligible. Students with active ethical or disciplinary stops are not eligible for TOP until their stops are deactivated.

TOP students are guaranteed a place in their current college or school and in their current major when they return to the university, provided all deadlines and rules are observed and enrollment levels have not been met. Students registering for their return semester will be given the same registration priority as other continuing students.

Students who are currently enrolled for the semester they plan to begin TOP *must* officially withdraw from the university. Failure to withdraw means the student owes the full tuition and fee bill for the semester, and a failing grade may be recorded for every course for that semester.

If you are a non-resident student and you withdraw from the university and go on TOP for one or two semesters, those semesters are deducted from your guaranteed tuition period. For more information see:

<http://www.colorado.edu/pba/budget/tuitionfees/guarantee.html>.

For a TOP application or more information about the Time Out Program please visit or call the Office of the Registrar, Regent 105. **(303) 492-8673** or go online to:

<http://registrar.colorado.edu/students/timeoutprogram.html>

The application and the \$50 nonrefundable TOP application fee should be turned in (or mailed) to the registrar's office (see contact information, page 1). A \$50.00 check should be made payable to the University of Colorado and include "TOP" and the name of the student in the memo section of the check. A copy of the completed application will be returned to the student and serves as the students program receipt. Students should be sure to keep the copy for their records.

NOTE: Students who are leaving the university should check their account balance. Owing money to the university won't prevent a student from being accepted to TOP, but it's a good idea to check with the Bursar's Office to see if the student has an outstanding balance to avoid late and service charges. Refer to the Bursar's contact information on page 1 or read the student billing information section below.

Guaranteed Tuition Rate for Non-resident Students and the Time Out Program

Please note that if you are a non-resident student and you withdraw from the university and go on the Time Out Program for one or two semesters, those semesters are deducted from your guaranteed tuition period. Note: This information also applies to nonresident students who withdraw and sit out for one or more semesters and readmit through the Office of Admissions.

For more information see:

<http://www.colorado.edu/pba/budget/tuitionfees/guarantee.html>.

STUDENT BILL INFORMATION

HOW CAN STUDENTS OBTAIN INFORMATION ABOUT THEIR UNIVERSITY BILL?

Information on tuition, fees, and other university charges, along with financial aid applied to a student's bill, can be looked up under the financial tab of CU Connect at <https://cuconnect.colorado.edu>. If students have questions regarding tuition information they can call **(303) 492-5381**, or e-mail bursar@colorado.edu.

The Family Educational Rights and Privacy Act (FERPA) limits the information Bursar's staff can provide to parents. The student account is in the

student's name and information regarding that account can only be issued directly to the student.

WHERE DO STUDENTS MAKE THEIR PAYMENTS?

During business hours, payments may be made at the cashier windows located in the lobby of Regent Administrative Center. *As an added convenience, payment boxes are also located outside the north and south entrances of Regent Administrative Center, and are available 24 hours a day.*

Internet check payments may be made 24/7 under the financial tab in CU Connect, <https://cuconnect.colorado.edu>.

Payments can be mailed to:

Payment Processing Center
Tuition - Boulder
Department 437
Denver, CO 80281-0437

To wire payment: Contact the Bursar's Office for information.

Express Payments can be mailed to:

University of Colorado at Boulder
Regent Administrative Center, Room 105
Office of Cash Management
41 UCB
Boulder, CO 80309-0041

All payments (including wires) should include the student's name and the last four digits of the student's ID number. Please DO NOT include the student's social security number for the protection of the student.

HOW SHOULD THE BILL BE PAID?

CU Bill&Pay: Payments can be made online using *CUBill&Pay*. Students can access *CUBill&Pay* via CUConnect. Parents and other authorized users can access *CUBill&Pay* through the Bursar's website <http://www.colorado.edu/bursar>.

Checks are required if payment is made by mail or deposited into one of the drop boxes. Payments must be made in U.S. currency drawn on a U.S. bank. Make checks payable to the University of Colorado, and *include the student's full name and last four digits of the student's ID number.*

NOTE: All checks containing restrictive endorsements are null and void and nonbinding on the university.

For their own protection, students should not deposit cash payments in the drop boxes or send cash through the mail. Students wishing to make cash payments should come to the Bursar's cashier windows in Regent where they will be given a receipt.

Due to the high cost of merchant fees assessed by credit card companies, the University of Colorado at Boulder does **NOT** accept credit or debit cards for payment of tuition and fees.

WHAT HAPPENS IF A STUDENT'S CHECK IS NOT GOING TO CLEAR?

If the student knows that a check will not clear, the student should call Student Debt Management **(303) 492-5571**. A new payment will be required immediately. Students with multiple returned check payments will need to pay the bill with certified funds. In the case of a returned check, the student account will be assessed a \$20 fee, as well as a retroactive finance charge or late payment fee, if applicable.

WHAT HAPPENS IF THE STUDENT DOESN'T PAY?

In addition to late fees and service charges, the student will also be subject to a financial stop that prevents registration for any future term, receiving an academic transcript, or receiving a diploma. *The student's account will be subject to placement with a collection agency, and will result in a poor credit rating. Students must also pay all collection costs allowed by the Uniform Consumer Credit Code.*

Payment in full is expected by the first payment deadline of each term. If the student did not sign up for the two-pay plan and the bill is not paid in full by the published deadline, a financial stop is placed on the student's account. In addition, a one-time late fee plus a service charge of 1 percent per month is assessed.

NOTE: Staff in the Student Billing Department, (303) 492-5381, or debt counselors from the Student Debt Management Department, (303) 492-5571, are available to work with students who are having difficulty paying their bills. Special circumstances will be evaluated on an individual basis. Student Debt Management counselors will work with students to create a reasonable payment plan. Financial stops remain on the student's account until the bill is paid in full.

CAN A STUDENT APPEAL ANY CHARGE?

Under the following *documented* circumstances, students can appeal their tuition and fee charges: university error, recent medical condition, immediate family emergency (i.e. death, illness) or recent unanticipated financial problems.

Students should submit a Tuition Dispute Form,

<http://www.colorado.edu/bursar/info/dispute.html>, by the last day of finals for the semester of their withdrawal (refer to the Academic Calendar in CUConnect, <https://cuconnect.colorado.edu> or at the registrar's web site, <http://registrar.colorado.edu/>, click on "Calendars and Schedules" for semester dates.

Students must formally withdraw from the university before submitting a tuition dispute form. The tuition dispute must be filed by the last day of finals for the semester under dispute.

For further information and to obtain the tuition dispute form, contact the Student Billing Department in the Bursar's Office at 303-492-5381 or go to <http://www.colorado.edu/bursar>.

WHAT SHOULD A STUDENT DO IF A CHARGE SEEMS TO BE WRONG?

If a student has questions about a charge, the office that assessed it should be contacted. *Only that office can answer questions or authorize a correction to adjust the bill.*

If questions remain after talking with the office that assessed the charge, the Bursar's staff will also work with the student to help resolve any discrepancies.

REFUNDS

WHEN IS A STUDENT ELIGIBLE FOR A REFUND OF TUITION AND FEES?

If a student's bill is paid in full and there is a credit balance remaining, the student will receive a refund. A credit balance may be created through an overpayment from a source such as financial aid fellowships, or internships.

NOTE: Some forms of financial aid, fellowships, etc. may need to be paid back if a student withdraws before the end of the term. (See page 9).

Once officially withdrawn from the university, the student should check with the Bursar's Office to verify the student account status. If the student has a Perkins Loan, an exit interview is required. If the account is paid in full, the student may be entitled to a full or partial refund, depending on the date of the student's withdrawal (refer to page 2, "WHAT IS THE WITHDRAWAL POLICY REGARDING PAYMENT OF TUITION AND MANDATORY FEES?"). If the student has financial aid, the Financial Aid Office calculates the appropriate adjustments within 30 days.

If the student's account reflects a credit balance after all adjustments relating to the withdrawal process have been completed, the refund will be deposited into the student's bank account.

For additional information on refunds refer to the registrar's withdrawal web site, <http://registrar.colorado.edu/students/withdraw.html>

WHAT HAPPENS TO THE STUDENT'S ENROLLMENT DEPOSIT?

All new students (both Colorado residents and nonresidents), must confirm their enrollment at the university by returning a completed confirmation form and an enrollment deposit of \$200. The deposit is nonrefundable, nontransferable, and must be paid by all degree seeking students, regardless of financial aid awards. New freshman or transfer students who have paid the deposit and who decide not to attend CU-Boulder forfeit the deposit.

The enrollment deposit is used as the registration deposit each semester as long as registration is completed by the published deadline. Once a continuing or Time Out Program student has registered for courses at CU-Boulder, the deposit (minus any fees or other charges owed) will be held to allow registration each semester and returned when the student graduates or officially withdraws from the university according to established deadlines. Refer to the registrar's withdrawal web site, <http://registrar.colorado.edu/students/withdraw.html> for current withdrawal deadlines.

Students who are going on the Time Out Program, <http://registrar.colorado.edu/students/timeoutprogram.html>, can choose to hold their enrollment deposit for their return semester.

Interest earned from enrollment deposits is used for student financial aid. A refund for the amount remaining after all debts to the university are cleared is deposited into the student's bank account.

SPECIAL CONDITIONS

SUMMER - HOW DO STUDENTS WITHDRAW FROM THE SUMMER SESSION?

To avoid any financial penalty, a **continuing degree or nondegree student** who registers for courses and then decides not to attend summer session, must drop all summer courses by the 'deadline to withdraw without financial penalty' (see the registrar's withdrawal web site and scroll down to the "Summer Withdrawal Assessment Schedule" link). Or check the withdrawal assessment schedule in the *Summer Catalog*.

New and readmitted students are assessed a financial penalty for dropping all their courses

(withdrawing) in the summer. The amount of the penalty depends on *when* the courses are dropped.

To drop *all* courses or cancel summer registration, a student should e-mail a statement of withdrawal from their CU e-mail account to withdraw@colorado.edu or fill out a withdrawal form in the Office of the Registrar, Regent 105, send a fax requesting withdrawal to 303-492-8748, or send a letter to:

University of Colorado at Boulder
Withdrawal Coordinator
20 UCB
Boulder, CO 80309-0020

NOTE: Withdrawals from summer session after the drop/add deadline may require the student's instructor or dean's approval. See the *Summer Catalog*, www.colorado.edu/summer for more information.

Contact the Division of Continuing Education and Professional Studies to check when the summer catalog is available each year, 303-492-5148, <http://conted.colorado.edu/catalogs>.

Students who stop attending their summer classes but do not drop or withdraw from their summer classes will receive failing grades in the courses for which they were registered and must pay full tuition and fees.

ADMINISTRATIVE DROPS

Administrative drops are initiated by departments. The department/instructor *may* administratively drop a student if the student has not met all prerequisites for a course, or has not attended courses regularly during the first few weeks of the term. *Please check with each specific department for their policy concerning administrative drops.*

FINANCIAL AID

WHEN STUDENTS WITHDRAW, WHAT HAPPENS TO THEIR FINANCIAL AID?

RULES AND REGULATIONS

RETURNING TITLE IV FUNDS FOR FINANCIAL AID RECIPIENTS

Based on the Higher Education Act of 1965 (amended through December 1998) and the Code of Federal regulations (34 CFR Part 668), institutions that participate in the Title IV educational programs must have a policy to determine the amount of title IV aid a student has earned. This policy applies to any student

who does not complete the period for which they are enrolled and who has received Title IV assistance. It may also apply to those who stop attending classes without formally withdrawing. The Office of Financial Aid disburses most aid on the assumption that a student will remain enrolled for the entire semester. The Higher Education Amendments of 1998 revised these provisions.

Current provisions state that a student earns financial aid based on the period of time enrolled. When a student withdraws from school before the semester ends, the amount of earned aid is evaluated by dividing the number of days enrolled by the number of days in the payment period (semester). The resulting percentage is used in determining the amount of aid that is considered earned, regardless of the institutional charges. A student who remains enrolled beyond the 60 percent point earns all aid for the period. If an amount of aid is figured to be unearned, it needs to be returned or repaid. Depending on the type of aid, the responsibility to repay these funds is shared by the institution and the student. The share of the responsibility is predetermined in the formula as prescribed in the provisions. The institutional share of repayment is made in a predetermined order shown below. If unearned aid creates a balance due, it is the responsibility of the student to repay these funds to the Bursar's Office.

For students withdrawing after the drop-add period, the same return policy is applied to state and institutional aid. For students withdrawing on or before the drop-add period; state and institutional aid will be cancelled in full. For students who withdraw prior to the start of classes, all aid is forfeited. Aid received from institutional scholarship, private scholarship, third-party scholarship, or as an athlete is returned in accordance with policies set by the donor.

Funds are returned in the following order:

Federal/Title IV Aid: Federal Direct Unsubsidized Stafford Loan, Federal Direct Subsidized Stafford Loan, Federal Perkins Loan, Federal Direct Plus Loan, Pell Grant, FSEOG Grant, and other federal aid.

Institutional and State Aid: Institutional Grant, Colorado State Grant, Colorado Pre-Collegiate Academic Competitiveness Grant, Colorado Merit Aid. Note: Students receiving the UCB Tuition Grant will retain 100% of the award amount as long as they pay the full published rate for their enrollment level in main campus credits for the term. Students who withdraw from the institution during the drop-add period or who successfully petition for a reduction in the amount of their tuition and fees will retain 0% of their UCB Tuition Grant for the term.

Other Aid: Institutional Scholarships, Athletic Scholarships, Private Scholarships, Third Party Scholarships.

Private Scholarships and Grants: These funds are considered after federal, institutional and state funds are returned. Donors will be contacted to determine if the withdrawn student is eligible for any or all of a private scholarship/grant.

After the appropriate funds are returned, if the student is still eligible for aid that has not been disbursed, the student will be notified and given the option of receiving these funds.

Refer to financial aid's website for current withdrawal information:

<http://www.colorado.edu/finaid/withdrawing.html>

Work Study or Hourly Employment: Students earning work study or hourly employment must notify the Student Employment Office and their employers when they officially withdraw from the university. The Student Employment Office can be reached at **(303) 492-7349**.

Scholarships: Students who are withdrawing and have *private scholarships* should notify the Office of Financial Aid. Students who have *third party scholarships* should notify their academic department or donor of their withdrawal, and call the Bursar's Office (303) 492-5381 and ask to speak with the coordinator of those programs.

RA, TA, GA, and GPTI's must notify their academic departments. **ROTC** students should notify their specific programs. (These programs are listed in the *University of Colorado at Boulder Catalog*.)

Student Loans: Students can check their student loan history by accessing the National Student Loan Data System at <http://www.nslds.ed.gov/>. Withdrawing students with **Federal Perkins** loans must complete a loan exit interview before leaving the university (including students applying for the Time Out Program). Failure to do so will result in a stop on the student's record. This stop will prevent the receiving of a diploma or an academic transcript and the student will be prevented from registering for any future terms. To complete a loan exit interview, contact the University Student Loans Department in the Bursar's Office at **(303) 492-5571**.

Students who are withdrawing and have **Federal Direct Loans** from the University of Colorado at Boulder, or who have previously borrowed **Federal Direct Loans** or **Federal Family Education Loan Program (FFELP) Loans** from other universities, should contact their loan servicer(s).

Students should verify with the appropriate loan servicer how long the grace period is for each loan they borrowed while attending any university. Repayment will either begin immediately or six to nine months after withdrawing from school.

Short-Term Loans will appear on the student's bill as a debt and are due and payable immediately upon withdrawal. Call the University's Student Loan Department at 303-492-5571 if there are questions about a student's Short-Term Loan.

VA Education Benefits: Students who are withdrawing and currently receive VA Education Benefits should contact the Veteran's Services Office in the Office of Financial Aid to discuss how this will affect their benefit status. Veteran's Services can be reached at 303-492-7322 or at vet-serv@colorado.edu.

OTHER UNIVERSITY SERVICES

Computer Access - Your university computer accounts are based on your student status – your affiliation with the university. When you withdraw, you lose that affiliation depending on the timing of your withdrawal and whether or not you apply for the Time Out Program. If you withdraw, or never register for a semester, your affiliation (your access to CUConnect) will stop with the 2 ½ week deadline (the deadline to drop and not receive a "W" grade and not be charged tuition and fees for a class). **If you withdraw after the 2 ½ week deadline, your access to CUConnect will end 24-48 hours after you withdraw. If you apply for the Time Out Program (TOP), <http://registrar.colorado.edu/students/timeoutprogram.html>, at the same time that you withdraw, your access to your access will be uninterrupted.** If you apply for TOP after you withdraw, you'll regain access to CUConnect 24 to 48 hours after your TOP application is processed. If you have questions about your computer accounts, call the Information and Technology Services (ITS) Help Desk, 303-735-HELP (4357). If you have questions about withdrawing or the Time Out Program, call the registrar's office at 303-492-8748. Once you lose access to CUConnect, please check the registrar's web site for instructions on how to order a transcript, <http://registrar.colorado.edu/> and the bursar's web site for how to pay your university account, <http://www.colorado.edu/bursar/>.

Continuing Education - If a student is also registered for courses through the Division of Continuing Education and Professional Studies and wishes to be withdrawn from those courses, the student should contact that office as soon as possible. Contact Continuing Education at (303)

492-5148, e-mail ceregistration@colorado.edu, or write:

Continuing Education
1505 University Ave.
178 UCB
Boulder, CO 80309-0178

Housing - To cancel a reservation for residence hall housing, submit a written notification to:

University of Colorado at Boulder
Reservation Center
75 Hallett Hall
Boulder, CO 80310

Canceling a reservation before occupancy may result in a partial refund of the housing deposit. Refer to the University of Colorado Residence Halls Agreement for additional information.

To terminate occupancy after moving into a residence hall, notify the hall office as quickly as possible. Students who withdraw from school after moving in will forfeit their housing security deposit.

Participants in the Student Work Assistance Program (SWAP) need to report their withdrawal from school to their supervisor and to their residence hall office. The housing finance office will then calculate the amount of student earnings through the SWAP program, and determine if the student owes money, has earned the correct amount, or has money owed to the student. Any payment to the student will be made through the Payroll Department.

International Students - All international students who plan on withdrawing must see an adviser in the office of International Student and Scholar Services (ISSS) for a withdrawal signature and for appropriate immigration related advising. Call 303-492-8057, e-mail adviser@colorado.edu or write to:

University of Colorado at Boulder
International Student and Scholar Services
123 UCB
Boulder, CO 80309-0123.

Residential Academic Programs - If a student in a Residential Academic Program (RAP) withdraws, he/she needs to notify the residential academic program directly to withdraw from that program and request a tuition and fee adjustment.

PHONE NUMBERS

BURSAR

Billing.....	303-492-5381
Fax.....	303-492-1017
Tuition Disputes.....	303-492-7496
Student Debt Management.....	303-492-5571
.....or 1-800-925-9844	
University Student Loans and Federal Perkins and Short-Term Loans.....	303-492-5571
<i>Call Financial Aid, 303-492-5091, regarding other Federal Direct Student Loans.</i>	
Third Party Scholarships	
<i>Check with academic department or donor before you call.....</i>	
RA, TA, GA, GPTI	
<i>Check with academic department or donor before you call.....</i>	

CAMPUS HOUSING

Family Housing.....	303-492-6384
Occupancy Management Office.....	303-492-6673
or.....	303-492-8491

CONTINUING EDUCATION.....303-492-5148

COUNSELING CENTERS

Counseling & Psychological Services.....	303-492-6766
The Center for Multicultural Affairs.....	303-492-5677
Victim Assistance.....	303-492-8855
Wardenburg Student health Center.....	303-492-5101

FINANCIAL AID

Automated phone answering system.....	303-492-5091
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INFORMATION TECHNOLOGY SERVICE CENTER (ITS)

Computer accounts Help Desk.....	303-735-4357
Telephone service billing.....	303-735-3333

LIBRARY

Questions regarding fines:	
Circulation Services.....	303-492-7477

PARKING

Parking questions (i.e. fines).....	303-492-7384
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REGISTRAR

Records information.....	303-492-6907
Registration Information.....	303-492-6970
Residency Office.....	303-492-6868
Time Out Program.....	303-492-8673
Transcript Requests.....	303-492-8987
Withdrawal.....	303-492-8673
FAX.....	303-492-8748

STUDENT OPPORTUNITIES FEES / SERVICES

Collegiate Sports Clubs.....	303-492-5274
College of Music Concert Card.....	303-492-8008
Gay, Lesbian, Bisexual and Transgender Resource Center (GLBT).....	303-492-1377
Student Membership to the Alumni Association (The Herd).....	303-735-1132
Theatre and Dance Season Subscription.....	303-492-8181

WARDENBURG HEALTH CENTER

Business Office (billing).....	303-492-4196
Student Health Insurance.....	303-492-5107

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8/20/08