

OFFICE OF THE REGISTRAR FALL 2009 WITHDRAWAL INFORMATION

Withdrawal Procedure

If you are registered for Fall semester 2009 and would like to withdraw from the university, you can drop all your classes via web registration on CU Connect until 5 PM on September 9, 2009. You can also complete a withdrawal form in the Registrar's office, Regent Administrative Center, room 105, or mail or fax a letter to the Office of the Registrar (contact information on reverse). To withdraw by email, send an email *from your CU email account* to withdraw@colorado.edu. Include your full name, the semester you are withdrawing from and a reason for your withdrawal request in your email.

NOTE: If you are withdrawing from Boulder main campus, you must either reapply through Admissions or apply for the Time Out Program (see Planning to Return to CU?) in order to return. If you are registered for the next semester, those courses will be dropped unless you apply for the Time Out Program at the same time you withdraw.

Arts & Sciences Students

If you are a student in the College of Arts & Sciences, you may withdraw until the last day of classes for Fall semester, December 11, by 5 pm. If you withdraw after September 9 and you have withdrawn for two consecutive semesters, a dean's stop may be placed on your record and will prevent readmission to the College of Arts & Sciences. This stop will also prevent you from registering for classes through Continuing Education.

Architecture, Education, Journalism, Law and MBA Students

If you are a student in the above schools or colleges and want to withdraw after September 9, you must visit your dean for permission and receive a signature on the withdrawal form. For more information, contact your dean's office.

Engineering and Music Students

If you are a student in the College of Engineering or the School of Music, and want to withdraw after October 7, you must visit your dean for permission and receive a signature on the withdrawal form. For more information, contact your dean's office.

International Students

If you are an international student and want to withdraw, you must consult with International Student and Scholar Services (ISSS) about your immigration status and receive a signature on the withdrawal form before you can withdraw. ISSS is located in ENVD, Room 1B45. For more information, call 303-492-8057.

Military Active Duty, Reservists and National Guard Students

If you are called to active duty for military or emergency services, please let the Withdrawal/Time Out Program (TOP) coordinator know that your withdrawal is mandated. Call 303-492-8673, email withdraw@colorado.edu or stop by the Registrar's office in Regent Administrative Center, room 105. After you provide a copy of your orders, the university will be able to adjust your accounts and place you on the Time Out Program without charge.

Refund/Assessment Schedule

If you never registered or withdraw before August 14 at midnight

Continuing and returning Time Out Program (TOP) students will receive a full (no penalty) refund of tuition, fees and the \$200 enrollment deposit less any outstanding charges. **New, re-admitted, and transfer students are not eligible for a deposit refund and are also responsible for the \$182 new student fee if you attended orientation and/or registered for classes.**

If you withdraw August 15 - September 9 by 5 PM

A \$200 withdrawal processing fee is assessed, (the enrollment deposit is applied to this charge.)

The colleges/schools of Architecture, Education, Journalism, Law and MBA students require a dean's signature to withdraw after 5 PM September 9. The colleges of Engineering and Music require a dean's signature to withdraw after 5 PM October 7.

If you withdraw after 5 PM September 9,

the following fees (including course fees) are non-refundable: International Student Processing Fee (charged to international students only); RTD fee; Student Information System Fee; Student Computing Fee; United Government of Graduate Students or UGGS, (charged to graduate students only). At all times the new student fee (assessed to students who register for their first semester in a new degree program) is nonrefundable.

If you withdraw after 5 PM September 9 - September 23 by 5 PM

100% of full tuition and fees is assessed. However, if you provide a reason for your withdrawal, **you may petition to be assessed 40% of your total tuition* and fees.** Refer to the Fall 2009 Withdrawal Form or send your request and reason for withdraw by email from your CU email account to withdraw@colorado.edu.

If you withdraw September 23 after 5 PM - October 7 by 5 PM

100% of full tuition and fees is assessed. However, if you provide a reason for your withdrawal, **you may petition to be assessed 60% of your total tuition* and fees.** Refer to the Fall 2009 Withdrawal Form or send your request and reason for withdraw by email from your CU email account to withdraw@colorado.edu.

*Note: Total tuition does NOT include the portion of tuition paid by COF for undergraduate students who pay the in-state tuition rate.

If you withdraw after 5 PM October 7 - December 11 by 5 PM (last day of class)

100% of full tuition and fees is assessed. There is no refund.

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For additional refund information, contact the Bursar's office, 303-492-5381, bursar@colorado.edu, <http://www.colorado.edu/bursar/>. The Bursar's office is located in Regent Administrative Center, Room 150.

Tuition Dispute Process

If you are withdrawing for documented extenuating circumstances, you may be eligible to dispute tuition and mandatory fee charges. For more information about the tuition dispute process, contact the Bursar's office, 303-492-5381. The deadline to dispute charges is December 18.

College Opportunity Fund (COF) for undergraduate in-state students Assessment Schedule

If you never registered or withdraw through September 9 by 5 PM, the COF eligible credit hours in which you were enrolled for Fall will not be deducted from your COF lifetime credit hours.

If you withdraw after September 9, the COF eligible credit hours in which you were enrolled will be deducted from your COF lifetime credit hours.

Student Opportunity Fees

If you selected any of the following Student Opportunity Fees, you will be billed for them. **The deadline to request a refund of student opportunity fees is September 9. For more information or to request a refund, call these offices directly.**

Club Sports, 303-492-5274

College of Music Concert Card, 303-492-8008

Gay, Lesbian, Bisexual and Transgender

Resource Center, 303-492-1377

Student Membership to the Alumni Association, (The Herd), 303-492-2281

Theater and Dance Season Subscription, 303-492-8181

Golden Buffalo Student Health Insurance

If you have any questions regarding student health insurance, contact the insurance office located in the Wardenburg Health Center, 303-492-5107.

Financial Aid

If you are receiving financial aid for the Fall 2009 semester, your aid will be reviewed. For more information, contact the Office of Financial Aid, 303-492-5091, finaid@colorado.edu.

Federal Perkins Loans

If you have a Federal Perkins loan or a short-term loan, you must complete the loan exit interview. For more information, contact the Student Loan Department in the Bursar's office, 303-492-5571, www.colorado.edu/bursar.

VA Education Benefits

Students who are withdrawing and currently receive VA education benefits should contact the Veteran's Service Office in the Office of Financial Aid, Regent Administrative Center, Room 205, 303-492-7322, vet-serv@colorado.edu.

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FALL 2009 WITHDRAWAL INFORMATION (CONTINUED)

Housing

If you live in the residence halls, you must notify your residence hall director of your withdrawal and complete the check out procedure with your residence hall advisor. The check out procedure must be completed within 48 hours of your withdrawal. Remember to turn in your keys at the front desk before you leave campus. For more information, call the Reservation Center, 303-492-6673.

If you live in family housing, you must notify the Family Housing Office, 303-492-6384, of your withdrawal and provide 45 days notice before you move out.

Residential Academic Program (RAP)

Students who are signed up for a residential academic program (RAP) need to contact their program coordinator to formally withdraw from RAP and to request an account adjustment.

CU Recreation Center

If you withdraw from the university, you can't participate in Club Sports or Intramurals. Students on the Time Out Program (TOP) (see "Planning to Return to CU?") may purchase a recreation center pass and participate in the instruction program, club sports and intramurals once a pass is purchased. If you are registered for a class through the CU Recreation Center's Instruction Program, you may qualify for a refund. For more information, contact the recreation center cashiers, 303-492-6050.

Athletic Tickets

If you have purchased and received athletic tickets for the semester, they remain valid and you may attend games. If you wish to return your game tickets, contact the Athletic Ticket box office, 303-492-8337.

Parking Permits

Return parking permits that are no longer needed to Parking and Transportation Services, 1050 Regent Drive, for a prorated refund. Do not give or sell your permit to another person. Please pay all outstanding parking citations before leaving campus. For more information, contact the business office for Parking Services, 303-492-7384.

CU Bookstore

You have 48 hours from the time you withdraw to return your Fall semester books. Take a copy of your book receipt and a copy of your completed withdrawal form (withdrawal confirmation letter or emailed withdrawal letter), to the bookstore's Customer Service desk. Books must be in the condition they left the store (still in shrink-wrap, etc.) for a full refund. For more information, call 303-492-6411.

Counseling and Psychological Services (CPS)

You can use the services of Counseling and Psychological Services for up to 30 days past the date you withdraw from the university. CPS is located in Willard Hall, Room 134. For more information, call 303-492-6766.

RA's and TA's

If you are a graduate student and receive an RA/TA appointment and then withdraw within the first 12 weeks of the semester, your RA/TA appointment is reversed and you are responsible for tuition charges according to the refund/assessment schedule.

Faculty and Staff

If you are a faculty or staff member who used your faculty/staff tuition benefit to register for Fall, contact the Bursar's office, 303-492-3563, about your withdrawal in addition to notifying the registrar's office.

Continuing Education

If you registered for Fall courses through Continuing Education and wish to be withdrawn from those courses, **you must contact Continuing Education to be withdrawn.** For more information call 303-492-5148, email ceregistration@colorado.edu, or visit their office at 1505 University Ave.

NOTE: Boulder main campus and the Continuing Education campus are two separate campuses. You must apply to and withdraw from each campus separately.

Guaranteed Tuition Rate for Non-resident Students

If you are a non-resident student and you withdraw from the university and apply for the Time Out Program, your guaranteed tuition period will not be extended. For more information, call the Bursar's office, 303-492-5381, or go to <http://colorado.edu/pba/budget/tuition/fees/guarantee.html>.

Planning to Return to CU?

To return to the university, you can either re-admit through the admissions office (graduate students reapply through their department), or apply for the **Time Out Program (TOP)**. TOP is an approved leave of absence program that allows you to return to the university without needing to reapply, to register for your return term with the same status you had as a continuing student, and to keep your CU email and CU Connect accounts. If you plan to return to CU-Boulder within a year, and meet the program qualifications, you are eligible for TOP. Applications for TOP are available at the Registrar's office, Regent Administrative Center, Room 105 or can be downloaded from our website at <http://registrar.colorado.edu/students/timeoutprogram.html>. The early application deadline for Fall 2009 is September 9 (meet this deadline to register on time for Spring 2010). The final application deadline for Fall is the last day of classes, December 11. For more information, call 303-492-8673 or email timeout@colorado.edu.

Withdrawal & TOP Information

Mailing address:

**University of Colorado at Boulder
Office of the Registrar
20 UCB
Boulder, CO 80309-0020**

**Location: Regent Administrative
Center, Room 105**

Phone: 303-492-8673

Fax: 303-492-8748

**Email: withdraw@colorado.edu
timeout@colorado.edu**

Registrar's Web site:

<http://registrar.colorado.edu>

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