

OFFICE OF THE REGISTRAR SPRING 2010 WITHDRAWAL INFORMATION

Withdrawal Procedure

If you are registered for Spring semester 2010 and would like to withdraw from the university, you can drop all your classes via web registration on CU Connect until 5 PM on January 27, 2010. 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 e-mail, send an e-mail from your CU e-mail account to withdraw@colorado.edu, include your full name, the semester you are withdrawing from and a reason for your withdrawal.

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 spring semester, April 30, by 5 pm. If you withdraw after January 27 and have withdrawn late two consecutive semesters, a dean's stop may be placed on your record and will prevent readmission to the College of Arts & Sciences.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. For more information, contact your dean's office.

Architecture, Education, Journalism, Law and MBA Students

If you are a student in one of the above schools or colleges and want to withdraw after January 27, 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 College of Music, and want to withdraw after February 24, 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, e-mail 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 December 31 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 new student fee if the student attended orientation and/or registered for classes.**

Note that the colleges/schools of Architecture, Education, Journalism, Law and MBA students require a dean's signature to withdraw after 5 PM January 27. The colleges of Engineering and Music require a dean's signature to withdraw after 5 PM February 24.

If you withdraw January 1 - January 27 by 5 PM

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

If you withdraw after January 27, the following fees (including program and course fees) are non-refundable: International Student Processing Fee (charged to international students only); RTD fee; Student Information System Fee; Student Computing Fee; Career Service Fee; Arts Fee; Student Bus & Bike Programs; 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 non-refundable.

If you withdraw after 5 PM January 27 - February 10 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 total tuition* and fees** (60% is refunded). Refer to the Spring 2010 Withdrawal Form or send your request and reason for withdrawal by e-mail from your CU e-mail account to withdraw@colorado.edu.

If you withdraw February 10 after 5 PM - February 24 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 total tuition* and fees** (40% is refunded). Refer to the Spring 2010 Withdrawal Form or send your request and reason for withdrawal by e-mail from your CU e-mail 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 February 24 - April 30 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, bursar@colorado.edu, <http://www.colorado.edu/bursar/info/dispute.html>. The deadline to dispute charges is May 6.

College Opportunity Fund (COF) For undergraduate instate students Assessment Schedule

If you never registered or withdraw through January 27 by 5 PM, the COF eligible credit hours in which you were enrolled for spring will not be deducted from your COF lifetime credit hours. If you withdraw after January 27, 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 January 27. 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), 303-492-8484

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 spring 2010 semester, your aid will be reviewed. For more information, contact the Office of Financial Aid, 303-492-5091, finaid@colorado.edu, <http://www.colorado.edu/finaid/>.

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 Educational Benefits Office in the Regent Administrative Center, Room 205, 303-492-7322, vet-serv@colorado.edu.

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SPRING 2010 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 submit the Intent to Vacate form to the Family Housing Office to inform them you are withdrawing from CU-Boulder. For more information, call the Family Housing Office, 303-492-6384.

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 cannot continue to use the recreation center or 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, 303-492-6880.

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 and/or cancel parking permits authorizations 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 spring semester books. Take a copy of your book receipt and a copy of your completed withdrawal form (withdrawal confirmation letter or e-mailed 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 303-492-3457.

Counseling and Psychological Services (CAPS)

You can use the services of Counseling and Psychological services for up to 30 days past the date you withdraw from the university. CAPS 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 spring, 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 spring courses through Continuing Education and wish to be withdrawn from those courses, **you must contact Continuing Education directly to withdraw.** For more information call 303-492-5148, e-mail cereg@colorado.edu, or visit their office at 1505 University Ave.

NOTE: Boulder main campus and the Division of 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, contact the Bursar's office, 303-492-5381, or go to <http://www.colorado.edu/pba/budget/tuitionfees/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 student in good academic standing to return to the university without needing to readmit through Admissions, to register with your class, to keep your CU e-mail and CU Connect accounts, and access certain other services while away. If you plan to return to CU-Boulder within a year, and meet the program qualifications, you should apply for TOP. Applications are available at the Registrar's office, Regent Administrative Center, Room 105, or can be downloaded from the Registrar's website at <http://registrar.colorado.edu/students/timeoutprogram.html>. The early application deadline for Spring 2010 is January 27 (meet this deadline to register on time for summer or fall semester 2010). The final application deadline for spring is the last day of classes, April 30. For more information on the program, call 303-492-8673 or e-mail timeout@colorado.edu.

Withdrawal & TOP References

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

**E-mail: withdraw@colorado.edu
timeout@colorado.edu**

Registrar's Web site:

<http://registrar.colorado.edu>

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