

**TOTAL WITHDRAWAL FOR SEMESTER**

To be used in cases where a student is completely withdrawing from a specific semester. This form does not withdraw the student from CMU.

NAME \_\_\_\_\_ Student ID# \_\_\_\_\_  
LAST FIRST MI

ADDRESS \_\_\_\_\_  
NO. AND STREET/P.O. BOX CITY STATE ZIP

PHONE (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ SEMESTER: **Spring 2017**  
HOME WORK

REASON FOR WITHDRAWING: \_\_\_\_\_

**\*\*This form cannot be used for the accelerated online 7 week program, contact the Health Science Department\*\***

GRADING POLICY: STUDENTS MAY WITHDRAW UP TO THE MID-POINT OF THE CLASSES BEING TAKEN and will receive grades of "W". Students withdrawing after the midpoint of the classes will receive grades of "F".

REFUND POLICY FOR COMPLETE WITHDRAWAL: **The act of registration constitutes a financial obligation to CMU regardless of attendance.**

- If a student pre-registers but officially withdraws **before** the first day of the semester, tuition and refundable fees will be refunded and all financial aid received must be repaid.
- The return of Title IV Funds: the federal government now requires all students withdrawing prior to the 60% point of enrollment to repay unearned financial aid. This amount must be repaid prior to the student receiving any additional financial aid at Colorado Mesa University or any other college or university. Non payment will affect future financial aid eligibility.

**Unearned financial aid** -Total Title IV financial aid disbursed (excluding workstudy) minus Earned title IV financial aid disbursed.

**Earned financial aid** -Total Title IV financial aid disbursed (excluding workstudy) multiplied by the percentage of the term completed.

- Non-Title IV funds such as scholarships or third-party payments will be adjusted according to Colorado Mesa University/donor policies.
- Housing or meal plan refunds will be applied in accordance with applicable contracts and Federal Financial Aid refund policies.
- Beginning **the first day** of the semester, if a student completely withdraws from all classes, the University will refund tuition and refundable fees as follows based on the *date student notifies the Registrar's Office in writing*.

**Applies to all students who completely withdraw from all fall courses.**

100% Refund of Tuition and Fees	All classes are dropped before the first day of the term. (Request Outside of business hours must be submitted via FAX)
\$225 Partial Tuition Assessment (Newly matriculated student will be assessed the \$135 matriculation fee plus a \$90 Partial Tuition Assessment)	At least one class officially started. All classes are dropped before the corresponding drop deadline(s).
No Refund - Full payment of tuition and fees required for classes not dropped by the appropriate deadline.	At least one class officially started and passed the corresponding drop deadline.

See the chart on the back for specific dates.

**REQUIRED**

- STUDENT ACCOUNTS OFFICE**
- FINANCIAL AID OFFICE**
- HOUSING OFFICE** (If Applicable)
- ADVISING & CAREER CENTER**

**AUTHORIZED SIGNATURES**

**DATE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I am totally withdrawing from the current semester at Colorado Mesa University and have read and understand the grading policy and the refund policy. I further understand that this action does not relieve me from other charges, fees, or fines as a result of my student status. In addition, I have contacted the offices indicated above regarding my withdrawal. **I understand and will comply with the refund policies indicated above.**

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OFFICE OF THE REGISTRAR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*Electronic signatures are not accepted. This form must be printed and signed or emailed from your Colorado Mesa University email account.\*\*\*

**OFFICE USE ONLY**

REFUND/CHARGE INITIALS			ASSESSED CHARGES OR SPECIAL INSTRUCTIONS		
Student Accounts _____			_____		
Financial Aid _____			_____		
Housing _____			_____		
EE	DD	DC P/T _____	EFFECTIVE _____	COMMENTS _____	
WD	WW	TO ACCT _____	PROCESSED _____	_____	
Checklist: SOAHOLD _____ SPAPERS (VA) _____ SAAADMS _____ Form 40 _____ SPAIDEN _____					Date Received:
SLARASG _____ E-Mail sent _____ SFAREGS _____ Future Term Registration _____ SGASTDN _____					

It is the student's responsibility to complete the proper paperwork to ensure their schedule is correct. This form must be submitted to the Registrar's Office. The submission date determines the rates below.

**Refund Rates – Spring 2017**

	100% Refund	Owe \$225 Partial Tuition Assessment	No Refund
<b>J-Term</b> January 3 – January 13	Drop by Jan 2	Jan 3 – Jan 4 by 5:00 p.m.	Beginning Jan 5
<b>First Module</b> January 17 – March 11	Drop by Jan 16	Jan 17 – Jan 24 by 5:00 p.m.	Beginning Jan 25
<b>Full Semester</b> January 17 – May 11	Drop by Jan 16	Jan 17 – Feb 1 by 5:00 p.m.	Beginning Feb 2
<b>Late Start</b> February 6 – May 11	Drop by Feb 5	Feb 6 – Feb 16 by 5:00 p.m.	Beginning Feb 17
<b>Second Module</b> March 13 – May 11	Drop by Mar 12	Mar 13 – Mar 27 by 5:00 p.m.	Beginning Mar 28
<b>Variable Length</b> Ending by May 11	Drop before first day of class	First day of class – Up to 15% of class	After 15% of class has elapsed.

**Total Withdraw From Semester**

- Scenario #1: 100% refund of tuition/fees**  
All classes are dropped by their corresponding 100% refund date. If financial aid was disbursed, all awarded money must be returned to CMU. Contact Financial Aid for more details.
- Scenario #2: \$225 Partial Tuition Assessment**  
All classes are dropped. At least one dropped class fell in the \$225 Partial Tuition Assessment time range. All others were dropped by the 100% refund date. If financial aid was disbursed, your aid will be recalculated through your drop/withdraw date. It is likely that loans and other awards will need to be returned to CMU. Contact Financial Aid for more details.
- Scenario #3: Student owes tuition/fees for one or more classes**  
At least one class had started and was withdrawn in the "No Refund" time frame for the session. The student owes tuition/fees for the classes in the "No Refund" time frame. If financial aid was disbursed, your aid will be recalculated through your drop/withdraw date. Loans and other awards may need to be returned to CMU. Contact Financial Aid for more details.

**Grading**

- No grade will appear on the transcript if you submit the Total Withdraw form by the drop deadline.
- After the drop deadline and prior to 50% of the term, a grade of "W" will appear on the transcript.
- After 50% of the term, a grade of "F" will appear on the transcript.

See the [Add/Drop/Withdraw Deadlines](#) page dates/information on adding, dropping, and withdrawing.

**Partial Withdrawal From Semester**

If a student leaves at least one class on their schedule, tuition is adjusted to reflect the courses left on the schedule, plus the cost of classes that were "withdrawn" from in the "No Refund" time frame. A total withdraw form is not necessary, but the student may need to use the Change of Schedule/Special Permission form if the drop deadline has passed. The student may adjust their schedule via MAVzone, through the Registrar's Office, WCCC Student Services, or Montrose Students Services. See the [Add/Drop/Withdraw Deadlines](#) page dates/information on adding, dropping, and withdrawing.