



# TOTAL WITHDRAWAL

Registrar's Office  
 1100 North Avenue  
 Grand Junction, CO 81501-3122  
 (970) 248-1555 Fax (970) 248-1131  
 1-800-982-MESA

THIS FORM IS TO BE USED **ONLY** IN CASES WHERE THE STUDENT IS COMPLETELY WITHDRAWING FROM SCHOOL

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

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

PHONE (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ SEMESTER: **Fall 2009**  
HOME WORK

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

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 MSC.**

- 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 Mesa State College 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 Mesa State/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 College 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 full semester credit courses.**

Date	Tuition and Fees Refund Policy
Before 11:59 p.m. on August 16, 2009 (Requests outside of business hours must be submitted via FAX)	100% Refund of Tuition and Fees
August 17, 2009 – Sept 1, 2009	\$175 Partial Tuition Assessment (Newly matriculated student will be assessed the \$125 matriculation fee plus a \$50 Partial Tuition Assessment)
After 5:00 p.m. on September 1, 2009	No Refund – Full payment of tuition and fees required

REQUIRED	AUTHORIZED SIGNATURES	DATE
<input type="checkbox"/> ADVISING & CAREER CENTER	_____	_____
<input type="checkbox"/> FINANCIAL AID OFFICE	_____	_____
<input type="checkbox"/> HOUSING OFFICE	_____	_____
<input type="checkbox"/> ACCOUNTING OFFICE	_____	_____

I am totally withdrawing from Mesa State College 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'S SIGNATURE DATE OFFICE OF THE REGISTRAR SIGNATURE DATE

### OFFICE USE ONLY

REFUND/CHARGE INITIALS			ASSESSED CHARGES OR SPECIAL INSTRUCTIONS		
Accounting _____			_____		
Financial Aid _____			_____		
Housing _____			_____		
EE	CW	DC P/T _____	EFFECTIVE _____	COMMENTS _____	
WD	WW	TO ACCT _____	PROCESSED _____	_____	