



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 2010**
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 all Fall courses.

100% Refund of Tuition and Fees	All classes dropped before the first day of the term. (Requests outside of business hours must be submitted via FAX)
\$175 Partial Tuition Assessment (Newly matriculated student will be assessed the \$125 matriculation fee plus a \$50 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	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 _____	_____	

TOTAL WITHDRAWAL

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 – Fall 2010

	100% Refund	Owe \$175 Partial Tuition Assessment	No Refund
First Mod August 23 – October 15	Drop by Aug 22	Aug 23 – Aug 30 by 5:00 p.m.	After Aug 30
Full Semester August 23 – December 16	Drop by Aug 22	Aug 23 – Sept 7 by 5:00 p.m.	After Sept 7
Late Start September 13 – December 16	Drop by Sept 12	Sept 13 – Sept 23 by 5:00 p.m.	After Sept 23
Second Mod October 20 – December 16	Drop by Oct 19	Oct 20 – Oct 27 by 5:00 p.m.	After Oct 27
Variable Length Ending by December 16	Drop before first day of class	First day of class - Up to 15% of class	After 15% of class has elapsed.

Total Withdraw

- **Scenario #1: 100% refund of tuition/fees**

All summer classes are dropped by their corresponding 100% refund date. If financial aid was disbursed, all awarded money must be returned to MSC. Contact Financial Aid for more details.

- **Scenario #2: \$175 Partial Tuition Assessment**

All summer classes are dropped. At least one dropped class fell in the \$175 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 MSC. 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 MSC. 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.
 - A grade of "W" will appear on the transcript if you submit the Total Withdraw form by the withdraw deadline.
 - A grade of "F" will appear on the transcript if you submit the Total Withdraw form after the withdraw deadline.
- See the [Add/Drop/Withdraw Deadlines](#) page dates/information on adding, dropping, and withdrawing.

Partial Withdrawal

If a student leaves at least one class in the schedule, tuition is adjusted to reflect the courses left in the schedule plus the cost of classes that were "withdrawn" 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.