



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At least one class had started and was withdrawn in the "No Refund" time frame for the session.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.