COLORADO MESA UNIVERSITY

Registrar's Office
1100 North Avenue • Grand Junction, CO 81501-3122
1.800.982.6372 • 970.248.1555 (o) • 970.248.1131 (f)
registrar@coloradomesa.edu

SEMESTER WITHDRAWAL FORM

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:_____
HOME

REASON FOR WITHDRAWING: _____

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

Refund policy: The act of registration constitutes a financial obligation to CMU regardless of attendance.
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 date this form is submitted to CMU will determine the refund rate.

Applies to all students who completely withdraw from all courses.
See the Add/Drop/Withdraw Deadlines page for dates and information on adding, dropping, and withdrawing.

100% Refund of Tuition and Fees	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 IRIS for more details.**
$225 Partial Tuition Assessment (Newly matriculated student will be assessed the $135 matriculation fee plus a $90 Partial Tuition Assessment)	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 IRIS for more details.**
No Refund Full payment of tuition and fees required for classes not dropped by the appropriate deadline.	Scenario #3: Student owes tuition/fees for one or more classes At least one class had started and was withdrawn in the "No Refund" time frame for the session.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 IRIS for more details.**

Grading Policy:

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

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 semester 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.

Please initial that you understand the policies for withdrawal with each department below

_____ **VETERANS SERVICES** ****You must complete this form with a Veteran Service Representative. Please call 248-1739****
(If Applicable)

_____ **STUDENT HOUSING** I understand I am required to schedule a room inspection/check-out with my RA within 24 hours of submitting this form. Refunds of housing/meal plans are given based on CMU's withdrawal dates. A $20 activity fee and $150 MAVmoney is non-refundable. I will forfeit my $125 deposit, per contract terms, due to not living in CMU housing the entire length of the contract.
(If Applicable)

_____ **FINANCIAL AID** I understand that my Financial Aid may be adjusted as the result of a semester withdrawal. Specific details regarding adjustments to aid and semester withdrawals are located in the **terms and conditions** of Financial Aid.

_____ **GRADING** I am totally withdrawing from the current semester at Colorado Mesa University and have read and understand the **grading policy**.

_____ **BILLING/REFUND** I understand that withdrawing from CMU does not relieve me from other charges, fees, or fines as a result of my student status. **I understand and will comply with the refund policies indicated above**.

_____ _____
STUDENT SIGNATURE DATE APPROVED CMU STAFF MEMBER 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

EE	DD	EFFECTIVE _____	ASSESSED CHARGES AND COMMENTS _____
WD	WW	PROCESSED _____	_____
			_____

Date Received:

Checklist: SAAADMS_____ Form 40_____ SOAHOLD_____ SPAPERS (VA)_____ SPAIDEN_____
SLARASG_____ E-Mail sent_____ SFAREGS_____ Future Term Registration _____ SGASTDN_____