

New Fall 2007
School of Education
Drop and Refund Policy

The following information pertains to policies and procedures of Colorado State University and the Division of Continuing Education (DCE) that affect your enrollment in SOE continuing education courses. It is your responsibility to be familiar with these policies and, unless otherwise specified, this policy applies to all credit programs and courses. SOE Continuing Education reserves the right to change policies and procedures without notification.

Drop and University Withdrawal deadlines for SOE Continuing Education credit courses differ from University deadlines. Any changes made to your class schedule may impact your financial obligation to the University and your eligibility for financial aid. Nonattendance does not constitute a drop.

Two weeks prior to the first week of class is the free drop period in which you may drop courses without penalty and receive a full refund of tuition and course fees. Courses dropped during the free drop period will not be reflected on your transcript. Open-entry/Career & Technical Credentialing courses begin the day you register; there is not a free drop period for these courses.

Tuition refunds for drops received after the free drop period is dependent upon the duration of the course (in weeks), the effective drop date, and the drop deadline (see table below). The effective drop date is the day SOE Continuing Education receives your request.

Credit card refunds require 10 business days; check refunds may take up to eight weeks and are mailed to the address on file.

How to Drop a Course

Drops must be requested through one of the methods below; no drops can be completed via telephone.

Registration/Course Withdrawal form can be found on [www.soe.caahs.colostate.edu/Continuing Education](http://www.soe.caahs.colostate.edu/ContinuingEducation) under forms.

Mail/Fax: Submit a registration change form to the address or fax number included on the form.

Email: Send an email to Sheila.Kramer@cahs.colostate.edu.

In-Person: 202 Education

Note: A week starts on Monday and ends on Sunday.

	100% tuition refund	75% tuition refund	50% tuition refund	0% tuition refund
7-8 Week Course	Drop before end of week two.	Drop before end of week four. "W" grade recorded on transcript.	N/A	N/A
9-12 Week Course	Drop before end of week two.	Drop before end of week four. "W" grade recorded on transcript.	N/A	Drop before the end of week six. "W" grade recorded on transcript.
13 + Weeks Course	Drop before end of week two.	Drop before end of week four.	Drop before end of week eight. "W" grade recorded on transcript.	N/A
Career & Technical Credentialing Courses	Drop within 30 days after date of registration.	N/A	N/A	Drop before 65 calendar days after registration. "W" grade recorded on transcript.
Contract Courses	2 withdrawal option less \$25.00 drop fee. 1. Return 100% of tuition less drop fee. No grade recorded on transcript. 2. No money returned. "W" on transcript. Each registration drop will be considered individually.			