Refund Policy For Withdrawals and Dropping a Course

The following information pertains to policies and procedures of Western State Colorado University Extended Studies that affect your enrollment in Extended Studies courses. It is your responsibility to be familiar with these policies and unless otherwise specified, this policy applies to all programs and courses.

Drop A Course

Drops from a course result in a refund if they occur during the time frames specified below. The effective drop date is the business day Extended Studies receives your request. Non-attendance or non-payment does not constitute a drop. Full refunds are not given after that last day to drop.

Withdrawal

A student cancels their academic course registration resulting in a Withdrawal. Withdrawals occur after the "drop" deadlines up until the withdrawal deadline. No refunds are issued for a withdrawal. If the student does not officially drop or withdraw from a course they will receive a U (unsatisfactory), F or TF (Technical Failure) grade for that course.

Cancellations

Extended Studies reserves the right to cancel a course. Full refunds are granted to enrolled students at the time a course is canceled.

Drop Refund Deadlines

Course Duration	Last Day to Drop	Drop Refund Policy
Classes with five or more class meetings	Before first class meeting: Before second class meeting: Before third class meeting:	100% refund 100% refund less $25 fee 50% refund less $25 fee *No refund after third class meeting*
Weekend courses and courses with four or less class meetings	Two weeks prior to the start date of the course: One Week prior to the start date of the course:	Full refund No refund unless a wait listed student is available
Math 099 or English 099	Before third class meeting: Before fifth class meeting:	100% refund 50% refund

Withdraw Deadlines

(after these deadlines, a failing grade will be recorded).

Course Duration	Last Day to Withdraw	Withdraw Refund Policy
Five weeks or less **Six weeks or less**	Before third class meeting: Before fifth class meeting:	No refunds. Grade of "W" recorded.
Weekend courses	Day following the conclusion of the course:	No refunds. Grade of "W" recorded.
Math 099 or English 099	Before the 14th class meeting:	No refunds. Grade of "W" recorded.

Academic Course Considerations

1. **Transcripts** - If you discontinue your participation in a course and do not follow the procedure to acquire an official drop/withdrawal, you will receive a failing grade on your transcript.
2. **Financial Aid** - If you are receiving financial aid, specific federal, state, and college policies apply regarding refunds and repayments to financial aid programs. Contact Financial Aid for more information.
3. **Appeals** - You can request an exemption to the drop policy if you feel your situation was beyond your control. Follow the procedures outlined in the Financial Appeal Form and submit to Extended Studies.

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FINANCIAL APPEAL PROCESS

Refunds and drops will be granted based on the policies of Western State Colorado University Extended Studies. Students can request an exemption to these policies. Extended Studies will review requests, and exemptions will be granted only if the situation is beyond the control of the student. Extended Studies assumes that students have read and understand the drop policy.

The request must be in the following format:

 The request should be typed and in letter format addressed to Extended Studies. Only written appeals will be considered. It should be clearly stated whether the request is for a refund and/or drop or withdrawal.

 The letter should be very thorough with specific details given. Please include dates and times, especially dates of class sessions missed.

 If requesting an exemption due to medical reasons, documentation must be provided for this exemption.

 If requesting an exemption due to work-related reasons, please have your immediate supervisor verify in writing the reasons for which you are requesting an exemption using the letterhead of your organization.

When requesting a refund, a student must submit the request at the time of drop or within 10 calendar days. It is important to submit the request as soon as possible. The amount of the refund is determined by the drop policy.

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