

IMPORTANT SPRING 2009 DATES & DEADLINES

***** In-state student's enrollment will not be canceled for non-payment. It is the student's responsibility to drop their classes if they do not plan to attend. *****

1. TUITION AND FEE PAYMENT DEADLINE - Friday, January 16, 2009

State Residents: Payment in full must be received by the Cashiers' Office (CN 107) by 5:00 p.m. or a 4% service charge will be assessed on the outstanding balance. Financial aid students can avoid service charges by making sure aid is awarded. Apply and authorize the use of the COF stipend towards your tuition before payment deadline to avoid service charges on the state paid portion of your tuition. For information go to www.mscd.edu under Current Students-Financial Aid, click on the College Opportunity Fund.

Non-Residents: Payment in full must be received by the Cashiers' Office (CN 107), regardless of Financial Aid eligibility, by 5:00 p.m. or a payment contract must be filed with the Office of Student Accounts' (CN 110). Otherwise, your registration will be canceled.

Sponsorship: Sponsor documents are due in the Office of Student Accounts' (CN 110) or student is responsible for all applicable service charges.

2. REFUND POLICY FOR DROPPING FULL TERM COURSE(S)

For 100% credit of tuition and fees:

Monday, November 3, 2008 - Monday, January 26, 2009

For 50% credit of tuition, 100% credit of fees:

Tuesday, January 27, 2009 -Wednesday, February 4, 2009

If you drop a course and then register for another course during the 50% drop refund period, and the transaction does not result in a net reduction in credit hours, no penalty will be assessed.

NO tuition and fee credit will be available after Wednesday, February 4, 2009. If you withdraw and add courses, you will be charged full tuition and fees for the course(s) withdrawn from and full tuition and fees for the course(s) added.

REFUND POLICY FOR PART-OF-TERM CLASSES

The drop dates are different for part-of-term classes. If you have any number other than 1 under the first column (titled P) of your statement, you have a part-of-term class. For specific refund dates for part-of-term classes, contact the Office of Student Accounts (CN 110) at 303-556-6188.

3. HEALTH INSURANCE DEADLINE -Wednesday, February 4, 2009

THIS IS THE LAST DAY TO WAIVE OR REINSTATE THE MANDATORY STUDENT HEALTH INSURANCE. For insurance questions, please call the Student Health Insurance Office (Plaza 149) 303-556-3873 or go to <http://www.mscd.edu/student/resources/insurance>. Students enrolled for 10 credit hours or more for Fall/Spring, or 8 or more credits for Summer, are automatically enrolled in the Metro State College Student Health Insurance program unless they provide proof of outside coverage that meets the College Waiver Standards. If a student withdraws from a class and falls below the required number of hours for insurance purposes (10 credits for Fall/Spring, 8 credits for Summer) *prior* to the health insurance waiver deadline, the insurance charge will be removed and the student will no longer be insured by the College. If the student withdraws and falls below the required number of hours for insurance purposes (10 credits for Fall/Spring, 8 credits for Summer) *after* the insurance waiver deadline, the insurance charge is **not** removed and the student is covered by the College's plan.

Please go to <http://www.mscd.edu/bursar/bursar/forms.shtml> for the Tuition and Fees table.