REQUIREMENTS FOR WITHDRAWAL

NOTE: The semester’s first class day is always the first official day of the semester, not the first
day of an individual’s class. Note: Students may not withdraw from all classes through Web for
Students. You will be required to contact the Registrar’s Office to withdraw from all classes. You
may contact us by emailing: Registrar@tamut.edu

Spring Full Term
Until midnight 100%
January 18th
January 22-28 80%
January 29 – February 4th 70%
February 5th – 11th 50%
February 12th – 18th 25%
February 19th and thereafter No Refund

Spring 1st 7 Week Term
Until midnight 100%
January 22nd
January 23-25 80%
January 28-30 50%
January 31st and thereafter No Refund

Spring 2nd 7 Week Term
Until midnight March 19th 100%
March 20-22 80%
March 25-27 50%
March 28 and thereafter No Refund

Withdrawal refund for students paying installments are calculated as follows:
100% = 100% refund of tuition paid
80% = a refund of 30%
   (50% paid less 20% owed = 30% refund)
70% = a refund of 20%
   (50% paid less 30% owed = 20% refund)
50% = no refund & no additional tuition owed
   (50% paid less 50% owed = 0)
25% = an additional 25% of total assessed tuition is due
   (50% paid less 75% owed = 25% balance due)
Students who withdraw before the first class day will owe nothing and the classes will not appear on that student’s transcript.

Students that withdraw after the first class day will need to procure a drop slip from the One Stop counter. Once the form is completed, the student must have instructor permission to drop any class(es). After the form is signed by the instructor(s), the student will return the completed form to the One Stop counter to be submitted to the Registrar.