Complete Withdrawal

We are sad to hear you have decided not to return to The University of Tulsa. We will take care of your withdrawal and drop you from your classes if you are currently enrolled for the _____FA , ______SP or ______SU semester; however, you will need to contact the following applicable departments: Admissions, Financial Aid, Bursar, Housing, Athletics, and International Student Services (if applicable) to ensure you have taken care of all the required processes and procedures for withdrawing from the university. Please let us know if you have any further questions or concerns. We wish you the best in your educational endeavors.

Admissions (New Freshmen ONLY): 918-631-2908 or admission@utulsa.edu; Collins Hall
Financial Aid: 918-631-2670 or finaid@utulsa.edu All scholarships and federal financial aid Collins Hall
Bursar’s Office: 918-631-2600 or business-office@utulsa.edu Mcclure Hall
Housing: 918-631-2516 or kristi-ritter@utulsa.edu or jaac6190@utulsa.edu; Fisher Hall
International Student Services: 918-631-2667 or globalengagement@utulsa.edu; Allen Chapman Student Union
Veterans Success Center: 918-3985 or McKeeVeteransSuccessCenter@utulsa.edu; McClure Hall
Student Athletes: Christina Carter at christina-carter@utulsa.edu Case Athletic Complex

Refunds:

If a student withdraws from his/her courses at the university, he/she may receive reduction of tuition based upon the following schedule. The reduction shall be calculated from the date on which application for withdrawal is processed. The University shall follow federally mandated refund schedules as they apply. **Non-attendance of classes does not constitute an official withdrawal or drop.**

**Refund Schedule Fall/Spring**
- First day of classes ................................................................. 100%
- Day 2 thru end of first week ..................................................... 90%
- Second and third week ......................................................... 50%
- Fourth thru seventh week ...................................................... 25%
- Remainder of semester ......................................................... 0%

**Refund Schedule Summer Per Session**
- First day of classes ................................................................. 100%
- Days 2-3 .................................................................................. 80%
- Days 4-6 .................................................................................. 50%
- Days 7-9 .................................................................................. 25%
- Remainder of session ............................................................. 0%

Financial aid recipients may have their aid recalculated based upon the date of withdrawal. Any questions regarding this process should be directed to the Office of Student Financial Services or their web page [https://utulsa.edu/financial-aid/policies/#return-of-title-iv-funds](https://utulsa.edu/financial-aid/policies/#return-of-title-iv-funds)

Returning to The University of Tulsa

If you decide to return to The University in the future will need to one of the following:

- Reapply for admissions through the Admissions Office *(If attended another institution)*
- OR
- Obtain a Re-Admit Enrollment card through Records Office *(If did NOT attend another institution)*

Updated 10/06/2020