



Policy No. IS100.48
Northwest Louisiana Technical College

Student Change in Course Load

Original Adoption: June 1, 2007
 Effective Date: June 1, 2007
 Last Revision: August 21, 2014

Campus: _____

Student Name: _____ **Student Social Security No.** _____

Program: _____ **Date:** _____

Course Name	Course Number	Section	Credit Hours	Drop (√)	Add (√)	Withdrawal within refund period (√)	Instructor Signature

Prior to change(s), the student was enrolled in _____ credit hours. Total credit hours after drop(s)/add(s): _____.

Refund Policy

1. A 100% refund of tuition and fees will be made when the College closes or cancels courses. No administrative fee will be assessed.
2. All refunds due to student dropping courses or officially withdrawing from the college will be subject to an administrative fee of \$15 per refund transaction.
3. Refunds, when due, will be made within 30 days of, (1) the withdrawal date as documented on the Drop/Add form, or (2) the date the institution determines the student has withdrawn.
4. ONLY the following fees are refundable: Academic Excellence, Operational, and Technology Fees.
5. Tuition, fees, and other charges related to Continuing Education and Business and Industry Training are not refundable unless canceled by the college.

Refund of tuition and fees is based on the following schedules upon a reduction in credit hours or official withdrawal from the College:

<u>Fall or Spring Semester</u>	<u>Summer Term</u>	<u>Percentage Refund</u>
Prior to the 1st Day of Class	Prior to the 1st Day of Class	100%
1st – 4th Instructional Day of Semester	1st – 2nd Instructional Day of Term	75%

5th – 10th Instructional Day of Semester	3rd – 5th Instructional Day of Term	50%
11th -14th Instructional Day of Semester	6th – 7th Instructional Day of Term	25%
After the 14th Instructional Day of Semester	After the 7th Instructional Day of Term	None

Student's Signature **Date**

Student Affairs Office Signature **Date**

Financial Aid Office Signature **Date**

Fiscal Office Signature **Date**

For Office Use Only

Additional Tuition/Fees Owed:	Tuition/Fees Refund:
Tuition ___ hrs. @\$23 = _____ (12 hr. max)	Tuition _____ hrs. @\$23 = _____
Crs Mat ___ course(s) @\$5 = _____	Operational _____ hrs. @\$2 = _____
Operational ___ hrs. @ \$2 = _____ (9-hr max)	Acad Ex _____ hrs. @\$7 = _____
Acad Ex _____ hrs. @\$7 = _____ (12-hr max)	Technology _____ hrs. @\$5 = _____
Technology ___ hrs. @\$5 = _____ (12-hr max)	Refund % _____ x Total = _____
Dev Studies ___ course @\$50 = _____ (Initials)	Refund = _____ - \$15 Adm Fee _____
Total Owed \$ _____	

STUDENT FINANCIAL AID: Pell Deferment _____ STEP _____ WIA _____ Voc Rehab _____ Other _____

Increase FA Billing/Prom Note _____	Decrease F/A Billing/Prom Note _____	Empl ID Needed _____
Additional Cash Owed: _____	Cash Refund Due _____	Empl ID _____
Copy Distribution: Student	Student Records	Financial Aid

Policy Reference: Louisiana Technical College Policy No. IS100.48
LTC Policy IS100.47 Student Withdrawal from College

Approved:

Dianne Clark
Interim Director