



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(1) the withdrawal date as documented on the Drop/Add form, or (2) the date the institution determines the student has withdrawn.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        \_\_\_ hrs. @\$23 = \_\_\_\_\_ (12 hr. max)  
 Crs Mat        \_\_\_ course(s) @\$5 = \_\_\_\_\_  
 Operational   \_\_\_ hrs. @ \$2 = \_\_\_\_\_ (9-hr max)  
 Acad Ex \_\_\_ hrs. @\$7 = \_\_\_\_\_ (12-hr max)  
 Technology   \_\_\_ hrs. @\$5 = \_\_\_\_\_ (12-hr max)  
 Dev Studies   \_\_\_ course @\$50 = \_\_\_\_\_ (Initials)  
 Total Owed \$ \_\_\_\_\_

Tuition/Fees Refund:

Tuition \_\_\_\_\_ hrs. @\$23 = \_\_\_\_\_  
 Operational \_\_\_\_\_ hrs. @\$2 = \_\_\_\_\_  
 Acad Ex \_\_\_\_\_ hrs. @\$7 = \_\_\_\_\_  
 Technology \_\_\_\_\_ hrs. @\$5 = \_\_\_\_\_  
 Refund % \_\_\_\_\_ x Total = \_\_\_\_\_  
 Refund = \_\_\_\_\_ - \$15 Adm Fee \_\_\_\_\_

**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