

WITHDRAWAL POLICY

All students, credit and non-credit, who wish to withdraw from any course, need to officially withdraw in one of three ways: (1) by logging into Student Planner and processing the withdrawal online, (2) by letter with the student's signature requesting the withdrawal either mailed or faxed to the Enrollment Center, N. O. Nelson Campus or Community Education Centers, (3) by course change form in person at the Enrollment Center (BA 1450) or at any of the Community Education Centers.

Non-credit students need to withdraw in accordance with the refund policies for Continuing Education and non-credit courses with a CE__ prefix. Withdrawal from non-credit courses after the refund periods is not necessary. When withdrawing via Student Planner, use your ID and password.

Credit students need to officially withdraw by course deadline dates. Students can find the exact withdrawal dates for courses at www.lc.edu.

Be aware that these deadlines are not related to refunds (See Refund Policy). Students are encouraged to inform instructor(s) of their intentions to withdraw. The withdrawal is official when the completed request is processed by the Enrollment Center, N. O. Nelson Campus, or Community Education Centers or submitted through Student Planner. If students do not officially withdraw from a course, they will receive a grade based on work completed - which may not be a sufficient passing grade. An official withdrawal within the withdrawal period results in a grade of "W" on the transcript.

However, a withdrawal prior to the conclusion of the tuition refund period results in no transcript record. Non-attendance does not constitute an official withdrawal.

Requests to withdraw after the official withdrawal period will not be processed. Exceptions can be made only in hardship cases, described in writing, to the Dean of Student Experience.

TUITION REFUND POLICY

Regular Credit Courses

For classes that begin the first week of the semester and last at least eight weeks, students are eligible for a 100 percent refund through the second Friday following the first day of the term. Students are eligible for a 100 percent refund through the second Friday following the first day of the 8-week summer term. For classes that begin at midterm and last at least eight weeks, students are eligible for a 100 percent refund through the second Friday following midterm. There are no refunds thereafter. Requests for refund (deregistration) must be presented in writing by the end of the business day on that Friday at the Enrollment Center, N. O. Nelson Campus, or a Community Education Center, completed online through Student Planner, faxed to the Enrollment Center (618) 468-2310, or mailed and postmarked before that Friday. Written requests must include the student's signature and social security number or student identification number.

For late starting classes (those that begin after the third week of the semester), students are eligible for a 100 percent refund through the first 12 calendar days (NOT course meetings) of each course. (Calendar days include Saturdays and Sundays.) This period is extended one day for each holiday. There are no refunds thereafter. If the last day for a refund is scheduled on a Saturday or Sunday, the request for refund (deregistration) must either be presented in writing the previous business day at the Enrollment Center, N. O. Nelson Campus, or a Community Education Center, completed online through BlazerNet on or before the 12th calendar day, mailed and postmarked before the 12th calendar day, or faxed to the Enrollment Center (618) 468-2310 on or before the 12th calendar day. Written requests must include the student's signature and social security number or student identification number.

Short Term Credit Courses

Students enrolled in short-term credit courses of less than 24 days (i.e., the number of days between the course beginning date and ending date) are eligible for a 100 percent refund through the mid- point of each course.

Non-Credit Courses with a CE-- prefix

Students in courses that meet for four or more sessions are eligible for a 100 percent refund prior to the start of the second session. There are no refunds for courses that consist of three or fewer sessions once the course begins. Certain specialized non-credit courses may have separate and specific refund policies outlined in contractual agreements or in course outlines.

Non-Credit Online Courses

Students in non-credit online courses are eligible for a 100 percent refund prior to the first 10 percent point of a course using the course beginning and end dates. No refund is issued after the 10 percent point of the course. Certain online non-credit courses may have separate and specific refund policies.

NOTE: Debts owed to the college must be satisfied before any refunds or payments are made to the student. A non-refundable \$50 fee will be charged for each proficiency exam and must be paid before testing.