



Title: Refunds Policy
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Office: Student Accounts Office

Refunds Policy

Tuition and fees are assessed to all who enroll at South Louisiana Community College (SLCC). This policy covers refunds of tuition, fees, and other charges in the event the College cancels a class, or if a student drops or withdraws from a class, or all classes in which he or she is registered.

A student who drops or withdraws from one or more classes may be entitled to a full or partial refund of tuition and certain fees. The amount of any refund will depend upon the date of the drop or withdrawal.

In the event a refund is due to a student, monies will be applied to any outstanding obligations of the student before any remaining funds are refunded to the student. A student is responsible for any unpaid balance on his or her account at the time of withdrawal.

All refunds shall be made according to this policy and schedule and in accordance with any applicable federal guidelines. Unless otherwise provided by federal guidelines governing the return to Title IV Funds (Federal Financial Aid), the refund schedule shall not provide for a refund after the **fourteenth instructional day** of class for terms fourteen or more weeks in length; after the **eleventh instructional day** for terms between eleven and thirteen weeks in length; after the **ninth instructional day** for terms between nine and ten weeks in length; after the **seventh instructional day** for terms between seven and eight weeks in length; after the **fifth instructional day** for terms between five and six weeks in length; after the **third instructional day** for terms between three and four weeks in length; after the **first instructional day** for terms between one and two weeks in length.

302.1 LCTCS POLICY

LCTCS Policy # 5.007 requires each LCTCS institution to establish a refund policy for tuition and applicable fees along with a formal appeals process to address refund denial. This policy meets the standards established by the LCTCS policy.

302.2 GENERAL POLICY & PROCEDURE

- 302.2.1** Refunds, when due, will be made within 30 days of (1) the drop or withdrawal date as documented on the appropriate form or (2) the date the institution determines the student has officially withdrawn.
- 302.2.2** In addition to tuition, the following fees are refundable: Non-Resident, Student Activities, and any Course-specific fees.
- 302.2.3** The following fees are nonrefundable: Academic Excellence, Building Use, E-Learning, ERP, Operational, Parking, SGA, Student Services, and Technology fees.
- 302.2.4** If the College cancels a class, then 100 % of all tuition and fees paid will be refunded.

302.3 REFUND POLICY

- 302.3.1** Refund of tuition and fees for terms fourteen or more weeks in length is made on the following basis upon a reduction in credit hours or official withdrawal from the College:

1 st —6 th instructional day of the semester	100%
7 th —11 th instructional day of the semester	50%
12 th —14 th instructional day of the semester	25%
After the 14 th instructional day of the semester	None

- 302.3.2** Refund of tuition and fees for terms eleven to thirteen weeks in length is made on the following basis upon a reduction in credit hours or official withdrawal from the College:

1 st —6 th instructional day of the semester	100%
7 th —9 th instructional day of the semester	50%
10 th —11 th instructional day of the semester	25%
After the 11 th instructional day of the semester	None

- 302.3.3** Refund of tuition and fees for terms nine to ten weeks in length is made on the following basis upon a reduction in credit hours or official withdrawal from the College:

1 st —6 th instructional day of the semester	100%
7 th —9 th instructional day of the semester	50%
After the 9 th instructional day of the semester	None

- 302.3.4** Refund of tuition and fees for terms seven to eight weeks in length is made on the following basis upon a reduction in credit hours or official withdrawal from the College:

1 st —6 th instructional day of the semester	100%
7 th instructional day of the semester	50%
After the 7 th instructional day of the semester	None

302.3.5 Refund of tuition and fees for terms five to six weeks in length is made on the following basis upon a reduction in credit hours or official withdrawal from the College:

1 st —3 rd instructional day of the semester	100%
4 th —5 th instructional day of the semester	50%
After the 5 th instructional day of the semester	None

302.3.6 Refund of tuition and fees for terms three to four weeks in length is made on the following basis upon a reduction in credit hours or official withdrawal from the College:

1 st —2 nd instructional day of the semester	100%
3 rd instructional day of the semester	50%
After the 3 rd instructional day of the semester	None

302.3.7 Refund of tuition and fees for terms one to two weeks in length is made on the following basis upon a reduction in credit hours or official withdrawal from the College:

1 st instructional day of the session	100%
After the 1 st instructional day of the session	None

302.3.8 Non-attendance does not constitute withdrawal. No refunds are made when a student is administratively dropped, suspended or dismissed for academic, disciplinary, or financial reasons.

302.4 CONTINUING EDUCATION AND CORPORATE COLLEGE

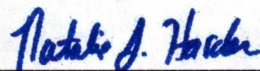
Tuition, fees, and other charges relating to Continuing Education and Corporate College courses are non-refundable unless the course is canceled by the College.

Policy Reference: LCTCS Policy #5.007

*Higher Education Relief Opportunities for Students Act of 2003 of the US Congress (H.R. 1412) SLCC
SLCC-BO-303 Tuition Appeals Policy*

x	Reviewing Council/Entity	Approval Date	Effective Date	Date of Last Review/Revision Approval
x	Executive Committee Approval	July 2, 2012	Fall 2012	March 31, 2016
x	Chancellor Approval	July 2, 2012	Fall 2012	March 31, 2016

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