NORTHWEST
LOUISIANA TECHNICAL COMMUNITY COLLEGE

1.048

# STUDENT CHANGE IN COURSE LOAD

**Campus: _____ Date: _____ Program: _____**

**Student Name: _____Banner ID: _____**

| Course (ex: WKSF) | 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. Refunds may be subject to an administrative fee of $15 per refund transaction (regardless of the number of credit hours dropped or upon withdrawal from the College).
2. Refunds, when due, will be made within 30 days of (1) the withdrawal date as documented on the Drop/Add/Reinstatement form or (2) the date the institution determines the student has withdrawn.
3. If the College cancels a class, then 100% of all tuition and fees paid will be refunded and an administrative fee will not be assessed.
4. In accordance with the Council on Occupational Education requirements, students who have not visited the school facility prior to enrollment can withdraw within three days following either attendance at an orientation or a tour of the school facilities and receive a full refund of all tuition and fees paid.

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

| ***All Semesters*** | ***Percentage Refund*** |
|---|---|
| Prior to the 1st Day of a Class | 100% |
| 1st – 5th Business Day of a Class | 100% |
| After the 5th Business Day of a Class | None |

*(Refunds will be based on the start date of each individual class.)*

**Student, please initial that if you withdraw from any classes, you understand the following:**

_____ 1. I understand PELL or other types of financial aid will be recalculated and I may owe a debt.

_____ 2. I understand my standard academic progress may be affected by withdrawing from any classes.

_____ 3. I understand that the classes I am withdrawing from may not be offered again for up to a year from now.

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Financial Aid Signature: _____ Date: _____

Processed By: _____ Date: _____