



**Title:** Refund Policy  
**Effective Date:** 02/10/08  
**Date of Last Revision:** 02/10/08  
**Review Date:** 02/10/08  
**Cancellation:**  
**Office:** Financial Services (FS 300)

***Refund Policy***

Tuition and fees are assessed to all who enroll at the Louisiana Technical College (LTC). This policy covers refunds of tuition, fees, and other charges in the event the College cancels a class or a student withdraws from a class or resigns from the College.

A student who resigns from the College may be entitled to some refund of tuition, and certain fees. The amount of the refund, if any, will depend upon the amounts paid by the student and the date of withdrawal.

The College will first apply refunds to outstanding obligations of the student and then return any remaining funds to the student. At the time of withdrawal, students are responsible for any unpaid portion of their accounts and for any other obligations to the College. At no time, will the amount refunded exceed the amount paid by the student.

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 official 14<sup>th</sup> class day for the fall/spring semester or equivalent for the summer semester, or alternative sessions.

*Policy Reference:* LCTCS Policy # 5.007  
 Council on Occupational Education Policy Manual  
 Higher Education Relief Opportunities for Students Act of 2003 of the United States Congress (H.R. 1412)  
 LTC Form FS300.36 Tuition Committee Appeal

*Review Process:*

X	Reviewing Council/Entity	Review Date	Effective Date
X	Regional Chiefs of Administration	02/10/05	
X	Vice President for Career & Technical Education Approval	02/10/08	02/10/08

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*SIGNATURE*

A handwritten signature in blue ink that reads "James R. Sawtelle III". The signature is written in a cursive style with a distinct flourish at the end.

*James R. Sawtelle, III*  
*Vice President for Career & Technical Education*



**REFUND POLICY  
STATUTORY REFERENCE**

**372.1 LCTCS BOARD POLICY**

LCTCS board policy # 5.007 requires each LCTCS institution to establish a refund policy for tuition and applicable fees and to post the policy in an appropriate location (i.e. bulletin board, student handbook). In addition, the LCTCS board policy establishes minimum requirements of a refund policy. These minimum requirements are addressed in this policy.

**372.2 COUNCIL ON OCCUPATIONAL EDUCATION STANDARDS**

The Council on Occupational Education (COE) established Criterion 13 under Standard Seven - Financial Resources, which states that the “institution shall have a fair and equitable refund policy...”. In addition, COE has developed minimum standards that are addressed in this policy.

**372.3 GENERAL POLICY & PROCEDURE**

**372.3.1** Refunds will 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).

**372.3.2** 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.

**372.3.3** The following fees are considered refundable: Academic Excellence Fee, Operational Fee, and Technology Fee (if assessed).

**372.3.4** 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.

**372.3.5** 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.

**372.4 REFUND POLICY**

**372.4.1** Refund of tuition and fees for the fall and spring semesters is made on the following basis upon a reduction in credit hours or official withdrawal from the College:

Prior to the 1 <sup>st</sup> day of class	100%
1 <sup>st</sup> – 4 <sup>th</sup> instructional day of the semester	75%
5 <sup>th</sup> – 10 <sup>th</sup> instructional day of the semester	50%
11 <sup>th</sup> – 14 <sup>th</sup> instructional day of the semester	25%
After the 14 <sup>th</sup> instructional day of the semester	None

**372.4.2** Refund of tuition and fees for the summer semester is made on the following basis upon a reduction in credit hours or official withdrawal from the College:

Prior to the 1 <sup>st</sup> day of class	100%
1 <sup>st</sup> – 2 <sup>nd</sup> instructional day of the semester	75%
3 <sup>rd</sup> – 5 <sup>th</sup> instructional day of the semester	50%
6 <sup>th</sup> – 7 <sup>th</sup> instructional day of the semester	25%
After the 7 <sup>th</sup> instructional day of the semester	None

### **372.5 CONTINUING EDUCATION AND BUSINESS AND INDUSTRY TRAINING**

Tuition, fees, and other charges relating to Continuing Education and Business and Industry Training are not refundable unless the training course is canceled by the College.

### **372.6 REFUND APPEALS PROCESS**

Pursuant to the Louisiana Community and Technical College System Policy # 5.007, a formal appeals process shall be in place for hearing complaints due to denial of all or part of a student's refund. Each Regional Director will appoint members to form a Tuition Refund Committee for their Region. The Regional committee members will be appointed for a minimum term of one academic year. Each Region is responsible for establishing written procedures for a fair and consistent evaluation of refund appeals. Each Region should keep the documentation regarding each appeal. Each Region is responsible for notifying students of Committee decisions within seven days of the decision.

#### **372.6.1 Criteria for Appeals**

##### **372.6.1.1 Personal Emergencies:**

**372.6.1.1.1** Death of the student or death in the student's immediate family (parent, sibling, offspring, spouse). Next of kin may file an appeal for a deceased student

**372.6.1.1.2** Medical incapacitation

**372.6.1.2** Administrative errors

**372.6.1.3** Military Duty - orders must accompany appeal. In accordance with the Higher Education Relief Opportunities for Students Act of 2003 of the United States Congress (H.R. 1412), students who are called to active duty or active service are entitled to a full refund of all tuition and fees.

**372.6.1.4** Ignorance of the drop/add dates for refunds is not an acceptable justification for an appeal.

#### **372.6.2 Process**

If a student feels he or she has an extenuating circumstance, which justifies an exception to the refund policy, he or she may appeal to the Tuition Refund Committee in the following manner:

**372.6.2.1** Complete and submit a Refund Appeal Form to the Chief Academic Officer within 60 days from the end of the semester and/or session in which the class was offered.

**372.6.2.2** Attach all relevant documentation.

**372.6.3 Tuition Refund Committee Rules**

- 372.6.3.1** Appeals received after the 60 day deadline will not be considered.
- 372.6.3.2** Appeals received without the proper documentation and form will not be considered.
- 372.6.3.3** Appeals must be made by the student. Appeals made "on behalf of" a student will not be reviewed unless the student is deceased.
- 372.6.3.4** The Tuition Refund Committee does not take phone calls. All appeals must be submitted in writing.
- 372.6.3.5** The decision of the Tuition Refund Committee is final.

*Policy Reference:* LCTCS Policy # 5.007  
Council on Occupational Education Policy Manual  
Higher Education Relief Opportunities for Students Act of 2003 of the United States Congress (H.R. 1412)  
LTC Form FS300.36 Tuition Committee Appeal

*Review Process:*

<b>X</b>	<b>Reviewing Council/Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
X	Regional Chiefs of Administration	02/10/05	
X	Vice President for Career & Technical Education Approval	02/10/08	02/10/08

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*SIGNATURE*



*James R. Sawtelle, III*  
*Vice President for Career & Technical Education*



**TUITION COMMITTEE**

Name: \_\_\_\_\_

—

Address: \_\_\_\_\_

—

\_\_\_\_\_

—

Social Security Number: \_\_\_\_\_ Phone Number: \_\_

\_\_\_\_\_

Campus: \_\_\_\_\_ Term: \_\_\_\_\_ Date: \_\_\_\_\_

—

**REASON FOR APPEAL:**

**Death:**

Student     Immediate family member

**Medical Incapacitation**

**Administrative Error**

**Military Duty**

Please include a letter describing the reason for your appeal, as well as any supporting documentation, with this form.

Appeals received without proper documentation and formal refund letter will be returned. Those received after the deadline will not be reviewed.

The Tuition Committee does NOT, under any circumstances, take phone calls or schedule appointments. All appeals must be submitted in writing to the Campus Dean.

To the best of my knowledge, all of the information on this form and attachment(s) is complete and accurate.

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Submitted By on Behalf of:*

\_\_\_\_\_  
*Date*

\_\_\_\_\_ *Approved*    \_\_\_\_\_ *Denied*    \_\_\_\_\_ *Not Reviewed*

\_\_\_\_\_  
*Dean of Student Affairs*

\_\_\_\_\_  
*Date*

*Policy Reference:* Louisiana Community and Technical College System Policy # 5.007  
Council on Occupational Education Policy Manual  
Higher Education Relief Opportunities for Students Act of 2003 of the United States  
Congress (H.R. 1412)  
LTC Policy #FS1930.372 Refunds

*Review Process:*

<b>X</b>	<b>Reviewing Council/Entity</b>	<b>Review Date</b>	<b>Effective Date</b>
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