

**2017 - 2018 Agency Payment Pending**

 ID No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Print Only)

Please select only one Term \_\_\_\_\_ Summer 2017 \_\_\_\_\_ Fall 2017 \_\_\_\_\_ Spring 2018

\_\_\_\_WIA (Great Lakes) Agency Funding is pending \_\_\_\_\_Other (***Student Billing Approval Required***)

\_\_\_\_TAA Agency Funding is pending

\_\_\_\_DVR Agency Funding is pending Agency Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_WI GI Bill Funding is pending

 Authorizing Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorizing Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I understand that I am liable for the full payment of fees. I agree to pay Lakeshore Technical College the balance deferred if the anticipated funding as stated in this agreement is not received for any reason**. **Attendance records will not affect the amount due.** *Initial Please\_\_\_\_\_\_\_\_\_*

Official withdrawals and requests for refunds or adjustments must be made in writing to Student Records at LTC-Cleveland. If you do not officially withdraw from a class, you will be responsible for full payment of that class according to the refunding policy below.

If I officially withdraw from class(es) or school, I will be granted a refund (or receive a fee adjustment) in accordance with the Wisconsin Technical College System Board Refund Policy which states: students enrolling in courses are entitled to fee refunds equal to 80 percent of the fees if they withdraw before or at the time 10% of the course’s potential hours of instruction have been completed. If students withdraw after 10% but before more than 20% of the course’s potential hours of instruction have been completed, they are entitled to a fee refund equal to 60 percent of the fees. If students withdraw after 20% of the course’s potential hours of instruction have been completed, they are not entitled to a fee refund. No refunds will be considered for advanced standing test out or placement fees.

Time Remaining in Class Refund Percent

99-90% 80%

89-80% 60%

Less than 80% 0%

I understand the following:

* Depending on the timing of my registration, I may not receive a bill prior to the payment due date
* Any amount not paid by due date will result in a late fee of $24
* Accounts over 120 days past due will be turned over to a collection agency and a $40 collection fee will be assessed. Accounts will also be sent to the State of Wisconsin Tax Refund Intercept Program (TRIP) or State Debt Collection (SDC).
* My student file will be restricted and no further enrollment will be permitted on present and future terms
* I will not receive grade reports or degrees
* Requests for official transcripts will be denied until balance due is paid in full
* If payment method is returned for insufficient funds or other reason, my account will be assessed a $25 fee

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(Student Signature) (Date)