



<b>Policy Title</b> Emergency Student Tuition Refund	<b>Original Adoption Date</b> 03/27/2020	<b>Policy Number</b> SS-799
<b>Responsible College Division/Department</b> Student Services	<b>Responsible College Manager Title</b> Vice President of Student Success	
<b>Policy Statement</b> Refunds of tuition/fees paid to LTC are in accordance with the Wisconsin Technical College System Administrative Code TCS 10.08. TCS 10.08(3)(f) which allows districts to adopt policies to waive the time limitations of this section for special circumstances involving unforeseen student hardship.  Lakeshore Technical College will extend the course drop time limitation due to student hardship related to COVID: <ul style="list-style-type: none"><li>• Up to one week before the final course date for Spring 2020</li><li>• Up to one week after course start for courses scheduled to run 15 weeks (Fall term 2020 and Spring term 2021)</li><li>• Up to two days after course start for courses scheduled to run 8 or less weeks (Fall term 2020 and Spring term 2021)</li></ul>		
<b>Reason for Policy</b> To apply LTC student fee refund policies in accordance with the Wisconsin Technical College System Administrative Code.		
<b>Historical Data, Cross References and Legal Review</b> <b>Reviewed/Revised:</b> 4/15/20 (Board Approved), 6/17/20 (Board Approved) <b>Legal Counsel Review and Approval:</b> N/A <b>Cross Reference:</b> TCS 10.08(3)(f), Wisconsin Administrative Code <b>Board Policy:</b> III.B People Treatment		
<b>Definitions</b>		