



<p align="center">Policy Title Student Tuition/Fee Refund Policy</p>	<p align="center">Effective Date 07/01/2008</p>	<p align="center">Policy Number SS-081</p>
<p align="center">Responsible College Division/Department Student Services/Records</p>	<p align="center">Responsible College Manager Title Vice President of Student Success</p>	
<p align="center">Policy Statement</p> <p>Refunds of tuition/fees paid to LTC are in accordance with the Wisconsin Technical College System Administrative Code TCS 10.08:</p> <ul style="list-style-type: none"> • No refunds will be considered for advanced standing and test out fees. • If a student has had financial aid disbursed, the student may be required to repay the aid. • If LTC cancels a course, 100% of student tuition/fees shall be refunded. • A student shall receive 100% refund of tuition/fees for a course if application for refund is made by the student prior to the first scheduled meeting of the course and the student does not add another course. <p>Refund Appeals</p> <ul style="list-style-type: none"> • Student Tuition and Fee Refund appeals will follow the Student Tuition and Refund Appeals procedure. • All refund appeals must be initiated by sending the completed LTC Request for Refund/Drop Appeal form with proper documentation to Student Services no later than 90 calendar days after the class start date. • A refund request made after 42-days following the end date of a class will not be accepted, and the student will be responsible for payment. • Refund requests will be reviewed and assessed by the Vice President of Student Success or their designee for final decision. This ends the appeal process. • Refunds for extenuating circumstances (situations outside of your control) will be made at the discretion of the VP of Student Success. <p>Active Duty / Service Refunds</p> <ul style="list-style-type: none"> • If a student who is a member of a national guard or a member of a reserve unit of the U.S. armed forces withdraws from school because he or she is called into state active duty or into active service with the U.S. armed forces for at least 30 days, LTC shall reimburse the student all tuition all the courses. 		
<p align="center">Reason for Policy</p> <p>To apply LTC student fee refund policies in accordance with the Wisconsin Technical College System Administrative Code and Federal law governing military activation.</p>		



Cross References and Legal Review

Created/Adopted: 07/01/2008

Legal Reference:

Cross References

TCS 10.08, Wis. Admin. Code, establishes the requirements for district policies and procedures related to student fee refunds.

Legal Counsel Review and Approval:

Board Policy: III.B. People Treatment, III.E. Financial Condition

Definitions

All references to student fees in this policy shall mean applicable program fees, material fees, in and out-of-state tuition, online course fees and any fees established in lieu of these fees. These refund requirements do not apply to incidental fees, activity fees or additional course fees (with the exception of online course fees).