



# WITHDRAWAL POLICY

To officially withdraw a student must:

1. Submit a written request to the Office of Enrollment Services.
2. The withdrawal will be effective and official only when the written notice is received by the Office of Enrollment Services.

**When a student withdraws from any or all credit classes during:**

Weeks 1 through 5 of class – student will receive an automatic "W".

Weeks 6 through 10 of class (Instructor signature required) – student will be assigned a "W" or "Y" by the class instructor.

Weeks 11 to the end of the semester: Student must contact instructor to withdraw.

Grades of "W," "Y," "F," or "I" will be assigned by the class instructor.

## **REFUNDS OF TUITION:**

Refunds of tuition are given only after the **Office of Enrollment Services** receives the student's **written** notice of withdrawal. If a student officially withdraws before the first day of classes, all tuition, related fees, and financial aid will be canceled. Students who officially withdraw from a class on or after the first day are refunded tuition payment according to the following schedule:

- 100% of the tuition charges are removed during the first week of school and the student is responsible for all fees as they appear on the student's invoice.
- 50% of the tuition charges are removed during the second week of school and the student is responsible for payment of 50% of the tuition and all fees as they appear on the student's invoice.
- 25% of the tuition charges are removed during the third week of school and the student is responsible for payment of 75% of the tuition and all fees as they appear on the student's invoice.

## **ALL FEES ARE NONREFUNDABLE.**

**For specific refund periods for classes at the Baum School of Art and for classes that start at a different time and are not the full semester in duration, refer to [www.lccc.edu](http://www.lccc.edu); Enrollment/Registration; Refunds and Withdrawal Dates.**

## **WITHDRAWAL OF STUDENTS WITH FINANCIAL AID**

**Both the Office of Financial Aid and the Office of Enrollment Services must be notified in writing of the student's intent to withdraw.**

If a student receives any type of financial aid (grants, scholarships, and loans) and officially withdraws completely from classes before the ninth week of class (60% of the semester), the student is required to have their financial aid prorated based on the U.S. Dept. of Education's Federal Refund Policy. A student who falls under this criterion will have the appropriate percentage of his financial aid returned to the appropriate fund and is responsible to pay any balance remaining on the account as a result of this calculation.

**If a student does not attend class and/or fails to officially withdraw, all charges are billed to the student and financial aid is canceled.**

**Office of Enrollment Services – 610-799-1172**

**Office of Financial Aid – 610-799-1133**