

Title: Tuition & Fee Adjustment Policy

Effective Date: 07/01/2020

Date of Last Revision: 03/31/2016

Review Date: 07/20/2020

Cancellation: N/A

Office: Student Accounts

Tuition & Fee Adjustment Policy

Policy

Tuition and fees are assessed to all who enroll at South Louisiana Community College (SLCC). This policy covers adjustments of tuition, fees, and other charges in the event the College cancels a class, or if a student drops or withdraws from a class or all classes in which he or she is registered.

A student who drops or withdraws from one or more classes may be entitled to a full or partial adjustment of tuition and certain fees. The amount of any adjustment will depend upon the date of the drop or withdrawal.

In the event a refund is due to a student, monies will be applied to any outstanding obligations of the student before any remaining funds are refunded to the student. A student is responsible for any unpaid balance on his or her account at the time of withdrawal.

All tuition and fee adjustments 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 adjustment schedule shall not provide for an adjustment after the **fourteenth instructional day** of class for terms fourteen or more weeks in length; after the **eleventh instructional day** for terms between eleven and thirteen weeks in length; after the **ninth instructional day** for terms between nine and ten weeks in length; after the **seventh instructional day** for terms between seven and eight weeks in length; after the **fifth instructional day** for terms between five and six weeks in length; after the **third instructional day** for terms between three and four weeks in length; after the **first instructional day** for terms between one and two weeks in length.

General Policy & Procedure

Refunds, when due, will be made within 30 days of (1) the drop or withdrawal date as documented on the appropriate form or (2) the date the institution determines the student has officially withdrawn.

In addition to tuition, the following fees are refundable: Non-Resident, Student Activity, Excess Credit and any Course-specific fees.

The following fees are non-refundable: Academic Excellence, Building Use, E-Learning, ERP, Operational, Parking, SGA, Student Services, and Technology fees.

If the College cancels a class, then 100% of all tuition and fees paid will be refunded according to this policy and schedule and in accordance with any applicable federal guidelines.

Adjustment Policy

Adjustment of tuition and fees for terms fourteen or more weeks in length is made on the following basis upon a reduction in credit hours or official withdrawal from the College:

1 st -6 th instructional day of the semester	100%
7 th -11 th instructional day of the semester	50%
12 th -14 th instructional day of the semester	25%
After the 14 th instructional day of the semester	None

Adjustment of tuition and fees for terms eleven to thirteen weeks in length is made on the following basis upon a reduction in credit hours or official withdrawal from the College:

1 st -6 th instructional day of the semester	100%
7 th -9 th instructional day of the semester	50%
10 th -11 th instructional day of the semester	25%
After the 11 th instructional day of the semester	None

Adjustment of tuition and fees for terms nine to ten weeks in length is made in the following basis upon a reduction in credit hours or official withdrawal from the College:

1 st -6 th instructional day of the semester	100%
7 th -9 th instructional day of the semester	50%
After the 9 th instructional day of the semester	None

Adjustment of tuition and fees for terms seven to eight weeks in length is made on the following basis upon a reduction in credit hours or official withdrawal from the College:

1 st -3 rd instructional day of the semester	100%
4 th -7 th instructional day of the semester	50%
After the 7 th instructional day of the semester	None

Adjustment of tuition and fees for terms five to six weeks in length is made on the following basis upon a reduction in credit hours or official withdrawal from the College:

1 st -3 rd instructional day of the semester	100%
4 th -5 th instructional day of the semester	50%
After the 5 th instructional day of the semester	None

Adjustment of tuition and fees for terms three to four weeks in length is made on the following basis upon a reduction in credit hours or official withdrawal from the College:

1 st -2 nd instructional day of the semester	100%
3 rd instructional day of the semester	50%
After the 3 rd instructional day of the semester	None

Adjustment of tuition and fees for terms one to two weeks in length is made on the following basis upon reduction in credit hours or official withdrawal from the College:

1 st instructional day of the semester	100%
After the 1 st instructional day of the semester	None

Non-attendance does not constitute withdrawal. Students must drop/withdraw from the College prior to the stated deadlines if they decide not to attend. Students who do not submit a drop request or drop the course(s) online may have a financial obligation to the College regardless of attendance.

Policy Reference:

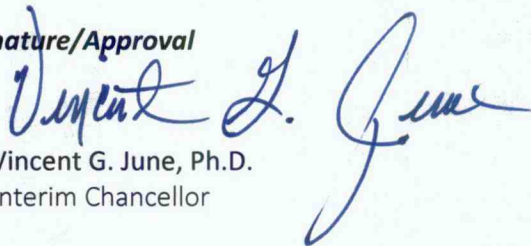
LCTCS Policy #5.007
Higher Education Relief Opportunities for Students Act of 2003 of the US Congress (H.R. 1412)
SLCC-BO-303 Tuition & Fee Adjustment Appeal Policy

Review Process:

	Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
	Committee for Institutional Policy Review	07/20/2020	08/04/2020	07/01/2020
	Executive Committee	08/13/2020	09/17/2020	07/01/2020

Chancellor's Signature/Approval

SIGNATURE:


Vincent G. June, Ph.D.
Interim Chancellor

DATE:

9/22/20

Final Distribution:

Distribution: Electronic: posted to College's website and sent via email to College personnel
Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review