


PROCEDURE MANUAL

 <p>LOUISIANA DELTA COMMUNITY COLLEGE</p>	Procedure FN_107		
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	Last Revision Date: 1.9.2015		
	Effective Date: 01/14/2002		
Section		Subject	Refunds – Tuition and Related Fees

PURPOSE

Louisiana Delta Community College (LDCC) provides refunds to students who are enrolled at the College and who are resigning from all classes or dropping a course during the official drop period defined each academic semester. LDCC shall have a tuition refund policy and schedule posted in (an) appropriate location(s) (i.e. course catalog, bulletins, etc.).

1. Valuation

The assessed value of tuition and applicable fees to be refunded shall be refunded according to the below refund schedule and in accordance with any applicable federal guidelines. However, the amount refunded shall not exceed the amount paid by the students.

Drop

Prior to first full day of class:

100% refund (application fees not included)

Days 1 through 4: (first 4 calendar days (indicate %))

100% tuition and course related fees

Any reduction in course load after the 4th calendar day of a semester (equivalent for summer session/terms or alternative sessions) will not reduce tuition or fees.

Add

Tuition and related fees for classes added to a student's schedule are due at the time the "Add" is processed.

Resignation (withdrawal from all classes)

Prior to first full day of class:

100% refund (application fees not included)

Days 1 through 4: (first 4 course related days or equivalent for summer session/terms or alternative sessions)

100% tuition and fees* refund

Days 5 through 10: (equivalent for summer session/terms or alternative sessions)
75% tuition refund only

Days 11 through 17: (equivalent for summer session/terms or alternative sessions)
50% tuition refund only

Cancelled Class

When LDCC cancels a course, 100% of tuition and course related fees are refunded.

* Students may petition the Dean of Enrollment Services for exceptions to the refund policy. Exceptions may be considered given extenuating circumstances that can be documented (death in family; health issue, etc.)