



Where Your Future Is Waiting

POLICY NUMBER: 5.007

Title: Refund Policy

Effective Date: 05/19/2014

Last Review/Revision Date: 04/04/2023

Refund Policy

POLICY STATEMENT

Tuition and fees are assessed to all who enroll at the Central Louisiana Technical Community College (CLTCC). This policy covers refunds of tuition, fees, and other charges in the event the College cancels a class, a student drops credit hours prior to the first day of the semester, or a student resigns from the College prior to the 14th instructional day (spring & fall semesters) and 7th instructional day (summer semester) as defined by the official College academic calendar(s).

A student who resigns from the College may be entitled to some refund of tuition and certain fees. The amount of the refund, if any, will depend upon the amounts paid by the student and the date of resignation.

CLTCC will first apply refunds to outstanding obligations of the student and then return any remaining funds to the student. At the time of resignation, students are responsible for any unpaid portion of their accounts and for any other obligations to the College. At no time will the amount refunded exceed the amount paid by the student.

All refunds 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 refund schedule shall not provide for a refund after the official 14th class day for the fall/spring semester or equivalent for the summer semester, or alternative sessions.

LCTCS BOARD POLICY

LCTCS board policy # 5.007 requires each LCTCS institution to establish a refund policy for tuition and applicable fees and to post the policy in an appropriate location (i.e., bulletin board, student handbook). In addition, the LCTCS board

policy establishes minimum requirements of a refund policy. These minimum requirements are addressed in this policy.

GENERAL PROCEDURE

- A. Refunds, when due, **are made without requiring a request from the student and** will be made within 45 days of (1) the resignation date or (2) the date the institution determines the student has resigned from the College.
- B. **Not all charges are refundable.**
- C. If the College cancels a class, then 100% of all College-assessed tuition and fees paid will be refunded for the canceled class, with the following exceptions.

REFUND POLICY

Resignation Refund Schedule- Full Term Classes (Fall and Spring)	
Withdrawal prior to the 1st day of the semester	100% of all fees paid
Withdrawal 1 st – 4 th college instructional day of the semester	100% of all fees paid
Withdrawal 5 th – 10 th college instructional day of the semester	50% of refundable fees
Withdrawal 11 th – 14 th college instructional day of the semester	25% of refundable fees
Withdrawal after the 14 th day of class	No Refund

Resignation Refund Schedule- Full Term Classes (Summer only)	
Withdrawal prior to the 1st day of the semester	100% of all fees paid
Withdrawal 1 st -2 nd college instructional day of the semester	100% of all fees paid
Withdrawal 3 rd -5 th college instructional day of the semester	50% of all fees paid
Withdrawal 6 th - 7 th college instructional day of the semester	25% of all fees paid
Withdrawal after the 7 th day of class	No Refund

Resignation Refund Schedule- A and B Term Classes (Fall, Spring, Summer)	
Withdrawal prior to the 1 st day of the semester	100% of all fees paid
Withdrawal by MIDNIGHT of the 1 st college instructional day of the semester	100% of all fees paid
Withdrawal after the 1 st day of class	No Refund

NON-CREDIT, CONTINUING EDUCATION, AND BUSINESS & INDUSTRY TRAINING

All non-credit course tuition & fees are assessed by each class. All non-credit course tuition & fees are non-refundable unless:

- A. The student withdraws from the course at least 5 days after the first scheduled class day. Nonattendance does not constitute withdrawing from a class or resigning from the College.
- B. If the College cancels a class, 100% of all payments received will be refunded for the canceled class.

Policy Reference: [LCTCS Tuition Refund Policy # 5.007](#)

Review Process:

<i>Name</i>	<i>Title</i>	<i>Approval Date</i>
<i>James R. Sawtelle, III, Ed.D.</i>	<i>Chancellor</i>	

Distribution:

Electronic: posted to College’s website and sent via email to College personnel