

REFUNDS

Refunds of Tuition and Fees

Students who officially withdraw from LC by dropping all their courses will have their tuition and fees refunded according to the following schedule. All students will be charged a \$15.00 matriculation fee if they drop all courses (withdraw from college) before the first class day. If they drop after the first day of classes, the \$15.00 matriculation fee will be charged and a percentage of tuition and fees will be refunded according to the date of withdrawal. The student has the ultimate responsibility to ensure that an official withdrawal/drop slip is completed, submitted to the Office of Admissions, and processed. Students receiving financial aid may be subject to the Return to Title IV refund policy. Tuition and fees paid directly to the institution by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student. When a student withdraws and owes money, the full amount of the unpaid balance is due. Withdrawing from the College does not cancel indebtedness.

Withdrawals from Semester-Length Courses

Day	Refund
Prior to the first-class day	100 percent
During the first 15 class days (or first 5 class days in summer)	70 percent
During 16th-20th class days (or 6th class days in summer)	25 percent
After the 20th class day (or after the 6th class day in summer)	No refund

For refund purposes, days are counted beginning with the first official day of class held at Laredo College in each semester regardless of the individual student's class or classes or date of registration. The official first day of each semester is designated in the college's instructional calendar.

Reductions in Semester Credit Hour Load

Day	Refund
Prior to the first-class day	100 percent
During the first 15 class days (or first 5 class days in summer)	70 percent
During the 16th-20th class days (or 6th class day in summer)	25 percent
After the 20th class day (or after the 6th class day in summer)	No refund

Separate refund schedules may be established for optional fees such as cultural entertainment, parking, yearbooks, etc.

Refunds will be made by check after the 20th class day (Fall/Spring) and 6th class day (Summer) for cash and check payments. Refunds for credit card payments will be credited to the card used for payment upon student request or after the last day of the refund period.

Classes with different begin and end dates than the regular semester or session will have a different refund schedule. For more information, you may visit the Bursar's Office.

Withdrawal from Flexible Entry Courses

Day	Refund
Prior to the first-class day	100 percent
After classes begin	Percentage (either 70% or 25%) based on length of term and date of withdrawal.

For Continuing Education and Community Service Programs

Day	Refund
In the event the class does not materialize	100 percent
Prior to the first-class day	100 percent
Beginning of first class and thereafter	No refund

Refunds for Students Called to Military Service

If a student is called into active military service, the College, at the student's option, will:

- refund the tuition and fees paid by the student for the term in which the student withdraws;
- grant a student who is eligible under the College's guidelines an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript; or,
- as determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material.