

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy # 5.007**

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**Title: TUITION REFUND**

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Authority: Board Action

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The Tuition Refund Policy shall be applicable to students withdrawing from the institution or in cases in which students drop courses. Each LCTCS institution shall have a refund policy for tuition and applicable fees and shall have a tuition refund policy and schedule posted in an appropriate location or locations (i.e. course catalog, bulletins, etc.). The minimal policy requirements are as follows:

1. The assessed value of tuition and applicable fees to be refunded shall be refunded according to the institution's refund schedule and in accordance with any applicable federal guidelines. Board approved mandatory fees are nonrefundable after the college's 100% period. However, the amount refunded shall not exceed the amount paid by the student.
2. Institutions reserve the right to deduct all monies owed by the student before refunding.
3. Unless otherwise provided by federal guidelines regarding federal financial aid, the tuition refund schedule shall provide for no refund after the official 14th class day for the fall/spring semester or equivalent for the summer semester, alternative sessions, or for open enrollment purposes.
4. Institutions may assess a refund service charge not to exceed \$25 per refund transaction (regardless of the number of credit hours dropped or upon withdrawal from the college).
5. A formal appeals process shall be in place for hearing complaints due to denial of all or part of refunds.
6. When an institution cancels a course, a full refund of tuition/fees for that course/program shall be made with no refund service charge to the student.