

Category

3-15 Drop-Withdrawal-Refund Policy

Approval
LC Approved: 9/9/16
Effective Date/BOT Approved: 7/1/16
Revised: 9/9/16
Responsible Party: Vice President of Student Services

Dropping Courses

1. Get Help and Advice.

Before a student drops one or more courses, it is recommended that the student speak with an Academic Advisor and with a Financial Aid Specialist. They can advise how dropping courses may affect a student, including how dropping courses will affect financial aid obligations and eligibilities.

2. Failure to Attend.

Failure to attend class does not constitute a student initiated withdrawal or a drop, but may result in an administrative withdrawal. For a student to officially drop a course, the appropriate withdrawal process must be followed. Failure to withdraw from courses properly may result in money owed to the federal government and/or WSU TECH.

3. Dropping courses can be done electronically on myWSU TECH or by being submitted in writing. Students can complete a drop by logging into their myWSU TECH account, clicking on “drop/add courses,” and then following the on screen directions.

If a student is unable to drop courses electronically, a written drop notice is required.

Students can complete an online form at www.WSU Tech.edu/student-drop-and-withdrawal-request.

Or if preferred, a written drop notice may be provided to the appropriate Academic Advisor.

- Get a copy of the form at the Reception Desk, complete it and leave it at the Reception Desk, or
- Scan it and email it to admissions@WSU Tech.edu, or
- Mail it to:

Academic Advisor/Drop Notice
 WSU Tech
 4004 N. Webb Road

- Students can also send a letter that contains a printed name, signature, the date, address, telephone number, student ID number, and a list of the courses for which the drop is requested.
- If the form is submitted electronically or by mail, it is the student's responsibility to follow up to make sure that the form was received.

4. Effective Date of Written Drop Notices.

The effective date of a written drop notice is the date the form is received by the College. If the form is being mailed, be sure to allow for enough time for mail delivery since the effective date is the date the notice is received.

5. Transcripts and Drop Notices.

- For each course, the course syllabus/Interactive Schedule shows the last day to withdraw with a "W" on a student's transcript. The written drop notice must be received by this date for the course to appear as a "W" (Withdrawn) on a student's transcript.
- Withdraw notices will not be accepted after the applicable date each semester. A grade of "W" will not be assigned; rather the earned grade will be entered on the transcript.
- Questions about the dates for a course should be directed to the appropriate Academic Advisor or the Office of the Registrar.
- Transcripts are released after an account has a zero balance.

Tuition Refunds.

1. To receive a tuition refund, or an adjustment, students must drop course(s) by the deadlines shown below. When courses are dropped by the deadlines shown below, any refunds or adjustments will be automatically computed by the College.
2. For 8-week to 16-week Courses
 - Drops received from the 1st day of class through the 9th calendar day: 100% refund for tuition, lab fees, online fees, and certain refundable fees. All other fees not listed are non-refundable.
 - After the 9th calendar day: There are no refunds.
 - Students who did not drop and who failed to attend class during the first 9 calendar days are administratively dropped as of the 9th calendar day and will be charged non-refundable fees.
3. For 3-week to less than 8-week Courses
 - Drops received from the 1st day of class through the 5th calendar day: 100% refund for tuition, lab fees, online fees, and refundable fees. All other fees not listed are non-refundable.
 - After the 5th calendar day: There are no refunds.

- Students who did not drop and who failed to attend class during the first 5 calendar days are administratively dropped as of the 5th calendar day and will be charged non-refundable fees.
4. For Courses less than 3 weeks and for Non-Credit courses:
- Drops received on or before the 1st day of class: 100% refund for tuition, lab fees, online fees, and refundable fees. All other fees not listed are non-refundable.
 - After the 1st day of class: There are no refunds.
- Students who did not drop and who failed to attend the first day of class are administratively dropped as of the 1st day of class and will be charged non-refundable fees.
5. Book Store purchases and tool purchases are not refundable. Non-refundable fees include, but are not limited to:
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|---|--------------------------------|
| Registration Fee (per student per semester) | Test Proctoring |
| Student Fee (per credit hour) | TEAS test (initial) and retest |
| Graduation Fee | Compass Re-Test |
| State Nurse Aide Testing | Test Out-Credit by Exam |
6. Any refunds owed to students will be used to offset any financial obligations a student may have at WSU TECH. If financial aid paid all or part of a student's tuition, it is often necessary for any refund to be sent back to the financial aid source.
7. Refunds can be processed only after any required adjustments to financial aid are completed. Be sure to talk with a Financial Aid Specialist for information about the rules for financial aid adjustments.
8. No refunds or adjustments will be made after the dates shown above, except in rare cases. Examples of rare cases may include death of an immediate family member, the student's own serious injury or illness, serious injury or illness of someone that was dependent upon the student for support and care, and military deployment. Supporting documentation from a healthcare provider, funeral home, military supervisor, or another authoritative source is required for the committee to review the appeal. Incarceration is not considered a legitimate basis for an appeal and any such claims will be rejected.
- A committee will review the student's appeal and provide a recommendation to the Vice President of Student Services, who will approve or reject the committee's recommendation. The committee will be comprised of the Director, Enrollment Management (Chair); Assistant Director, Financial Aid; Director, Business Office; and the Registrar. To request a rare-case exception, students must complete a Tuition Refund Appeal Form. This form is available online at [www.WSU Tech.edu/tuition-refund-appeal](http://www.WSU.Tech.edu/tuition-refund-appeal) or at the reception desk at NCAT or Southside campuses. The following deadlines to submit a refund appeal will be enforced.
- For courses dropped in the fall semester, the Appeal Form must be received by April 1st of the next calendar year.
 - For courses dropped in the spring semester, the Appeal Form must be received by September 1st of the same calendar year
 - For courses dropped in the summer term, the Appeal Form must be received by November 1st of the same calendar year.

Claims related to academic issues, quality of instruction, or other educational factors are not eligible for the Tuition Refund Appeal process.

Drop Actions by WSU TECH.

There are no refunds for drops resulting from actions of WSU TECH, such as administrative actions, suspensions, or expulsions.

Administrative Drops due to Unmet Financial Obligations.

1. If students do not drop, do not pay, and do not make arrangements for payment by the due date announced each term by WSU TECH, WSU TECH may drop that student from the course(s) in which he/she is enrolled.

2. If a student is not going to pay and not going to make arrangements for payment, it is to that student's financial advantage to submit a written drop notice before the first day of the course.

3. Arrangements for payment typically can include any one of the following methods:
 - Completion of the financial aid application,
 - Receipt by WSU TECH of necessary documents for third party payment on a student's behalf, or
 - Completion of a payment plan agreement made by a student with the Business Office.



Request to Drop/Withdraw Form

Date:	Student Name:	Student ID: W000
Program/Major:	Term (check one): <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Year: 20_____
Phone Number:	Alternate Contact Number:	Contact Email:

Are you dropping all courses? Yes No

Reason for Drop/Withdrawal:

CRN	Subject & Course #	Course Title	Credit Hrs

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No refund or adjustments will be made after the dates shown except in rare cases:

- For 8-week to 16-week Courses after the 9th calendar day
- For 3-week to less than 8-week courses after the 5th calendar day
- For courses less than 3 weeks and for Non-Credit courses after the 1st day

Examples of rare cases may include death of an immediate family member, the student's own serious injury or illness, serious injury of illness of someone that was dependent upon the student for support and care, and military deployment. Supporting documentation from a healthcare provider, funeral home, military supervisor, or another authoritative source is required for the committee to review the appeal. Without such documentation, the appeal will not be heard and will be returned to the student. Incarceration is not considered a legitimate basis for an appeal and any such claims will be rejected. A committee will review the student's appeal and provide a recommendation to the Dean of Students who will approve or reject the committee's recommendation. The committee will be comprised of the Director, Enrollment Management; Assistant Director, Financial Aid; Director, Business Office; Registrar, an Admissions Counselor, and a current WSU TECH student.

Form Submission Deadlines:

- For the fall semester, the exception request must be received by the April 1st of the next calendar year. For the spring semester, the exception request must be received by September 1st of the same calendar year.
- For the summer semester, the exception request must be received by November 1st of the same calendar year.

Claims related to academic issues, quality of instruction, or other educational factors are not eligible for the Tuition Refund Appeal process.

The Official WSU TECH Refund/Repayment Policy is located on the WSU TECH website under Consumer information

Please state the rare case reason for this request:
