

# Refund Policy/Drop/Withdrawal Policy

## TUITION AND FEE REFUND POLICY

Lee College is governed by the tuition and mandatory fee refund policy of the Texas Higher Education Coordinating Board. For purposes of the refund policy, a class day is defined as a day during which the college conducts classes. The count begins with the first day of the semester and includes each day thereafter. The count is not just days a particular class meets.

Students who drop a course or officially withdraw from the institution will have their tuition and mandatory fees refunded (less non-refundable fees) according to the schedule set forth below. By Federal regulation, students receiving Federal Student Aid may be responsible for paying financial aid funds back to the Department of Education if they withdraw from class prior the the 60% mark of the term.

## DROP/WITHDRAWAL POLICY

### Drops During Drop Period

During the first 3/4 of any class period (most commonly, the first 12 weeks of a 16 week class), students may drop any class(es) for any reason. These deadlines are printed in the college calendar found in catalogs and schedules or can be obtained from the Admissions and Records Office. Other students are requested, but not required, to notify their instructors when they drop classes. Students taking VCT classes are required to notify the VCT Coordinator at [onlinevct@lee.edu](mailto:onlinevct@lee.edu) when they drop VCT classes. Refunds are based on time periods - see refund schedule on nearby pages.

Instructors may drop students during any point in the semester if they fail to attend class on a regular basis or if they fail to meet other requirements. These drops are nonrefundable.

### Drops After Drop Period

After the 3/4 point in any class period has passed, drops will result in a grade of W2. All of these drops must be approved or initiated by an instructor.

### Administrative Withdrawal

Students who violate college policies, including TSI policies and the policies outlined in the catalog, may be withdrawn from the College. Students who are withdrawn for policy violation will receive grades of "W3." There is no grade point value for a "W3." These drops are nonrefundable.

### Resignation (Complete Withdrawal)

Students may resign from all of their classes in any semester up until the end of the semester. These students are required to speak to a Lee College counselor prior to processing of the resignation. Refunds apply only during refund periods - shown on nearby pages.

## Spring 2008

Day of Record  
(Sixteen-Week Session)  
January 30, 2008

<b>Sixteen-Week</b> (or longer)		
Prior to the 1st class day	January 11	100%*
During the 1st-15th class days	January 14-February 4	70%*
During 16th-20th class days	February 5-February 11	25%*
Thereafter		No Refund

<b>Fourteen-Week</b> (14W)		
Prior to the 1st class day	January 11	100%*
During the 1st-13th class days	January 14-January 31	70%*
During the 14th-17th class days	February 1-February 6	25%*
Thereafter		No Refund

<b>Twelve-Week Classes</b> (12A)		
Prior to the 1st class day	January 11	100%*
During the 1st-12th class days	January 14-January 30	70%*
During the 13th-15th class days	January 31-February 4	25%*
Thereafter		No Refund

<b>Twelve-Week Classes</b> (12B)		
Prior to the 1st class day	February 8	100%*
During the 1st-12th class days	February 11-February 26	70%*
During the 13th-15th class days	February 27-February 28	25%*
Thereafter		No Refund

<b>Eight-Week</b> (8W1)		
Prior to the 1st class day	January 11	100%*
During the 1st-8th class days	January 14-January 24	70%*
During 9th-10th class days	January 25-January 26	25%*
Thereafter		No Refund

<b>Eight-Week</b> (8W2)		
Prior to the 1st class day	March 7	100%*
During the 1st-8th class days	March 10-March 26	70%*
During 9th-10th class days	March 27-March 28	25%*
Thereafter		No Refund

<b>Seven-Week</b> (7WA)		
Prior to the 1st class day	January 11	100%*
During the 1st-7th class days	January 14-January 23	70%*
During 8th-9th class days	January 24-January 25	25%*
Thereafter		No Refund

<b>Two-Week</b> (2W)		
Prior to the 1st class day	April 25	100%*
During the 1st-2nd class day	April 28-April 29	70%*
Thereafter		No Refund

\* less non-refundable fees