

# Refund Dates

## 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.



## Spring 2009

Day of Record  
(Sixteen-Week Session)  
February 4, 2009

### Sixteen-Week (or longer)

Prior to the 1st class day	January 16	100%*
During the 1st-15th class days	January 20-February 9	70%*
During 16th-20th class days	February 10-February 16	25%*
Thereafter		No Refund

### Twelve-Week Classes (12A)

Prior to the 1st class day	January 16	100%*
During the 1st-12th class days	January 20-February 4	70%*
During the 13th-15th class days	February 5-February 9	25%*
Thereafter		No Refund

### Twelve-Week Classes (12B)

Prior to the 1st class day	February 13	100%*
During the 1st-12th class days	February 16-March 3	70%*
During the 13th-15th class days	March 4-March 6	25%*
Thereafter		No Refund

### Thirteen-Week Classes (13W)

Prior to the 1st class day	January 16	100%*
During the 1st-13th class days	January 20-February 5	70%*
During the 14th-16th class days	February 6-February 10	25%*
Thereafter		No Refund

### Eight-Week (8W1)

Prior to the 1st class day	January 16	100%*
During the 1st-8th class days	January 20-January 29	70%*
During 9th-10th class days	January 30-February 2	25%*
Thereafter		No Refund

### Eight-Week (8W2)

Prior to the 1st class day	March 13	100%*
During the 1st-8th class days	March 23-April 1	70%*
During 9th-10th class days	April 2-April 3	25%*
Thereafter		No Refund

### Two-Week (2W)

Prior to the 1st class day	April 24	100%*
During the 1st-2nd class day	April 27-April 28	70%*
Thereafter		No Refund

\* less non-refundable fees

All refund percentages are based on full payment of tuition and fees. If partial payment was made through a payment plan, the remaining payment(s) will be deducted from the refund.

# Financial Aid/Drop Policies

## **DON'T WAIT! APPLY EARLY!**

**Applications for 2009 - 2010 financial aid year are available in the Financial Aid Office.**

The fastest way to apply for financial aid is through the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students can log on directly to the Department of Education website for simple instructions in completing the Free Application for Federal Student Aid (FAFSA).

The Financial Aid Office conducts workshops for students who do not have access to computers or who wish to have assistance in completing the FAFSA on the Web. Contact the Financial Aid Office for a schedule of workshops at 281-425-6389.

Students may also complete the paper FAFSA and mail it to the processor in the envelope provided. **Do not mail any other documents with the FAFSA.**

Students will receive a Student Aid Report from the Department of Education. The schools listed on the application will receive the information electronically. **Students may be required to submit tax returns and other documents to the Financial Aid Office before the process is complete.**

An award notification will be mailed to eligible students after the application is processed. **Students who qualify for financial aid may use the funds for tuition and fees and bookstore expenses for education-related items.**

Financial Aid applications should be submitted early, so the money will be available for registration. Eligible students who meet the following priority deadlines (FAFSA submitted with Lee College listed on the application and all documents requested submitted to Lee College) will be able to use funds for registrations: June 1 for Fall Semester; November 1 for Spring Semester; April 1 for Summer Semester. Students who apply after these dates and students who submit documents to us after the following dates must pay their expenses (tuition, fees and supplies) and may be reimbursed if funds are granted. These dates are August 1 for Fall Semester, December 22 for the Spring Semester and April 15 for the Summer Semester.

The best way to insure accurate completion of your FAFSA is to attend one of our workshops and ask questions if you are unsure of an answer to any question.

Some forms of financial aid, such as the Pell Grant, are retroactive if students apply after the above priority dates. June 30, 2009 is the final date for submitting the FAFSA for the 2008-2009 academic year.

2009-2010 Free Application for Federal Student Aid (FAFSA) is available for students enrolling now through June 30, 2009.

Application for 2009-2010 financial aid and scholarships will be available after January 1, 2009. Priority deadline for submitting scholarship applications is May 16, 2009. Please apply at [www.stars.lee.edu/stars](http://www.stars.lee.edu/stars).

## **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.

### **Six Drop Policy**

New Texas legislation has passed designed to limit the number of course drops to six for undergraduate students at public institutions of higher education in Texas. Beginning in the fall 2007, Lee College is responsible for tracking, advising and possibly denying students who are attempting to drop coursework (i.e., courses dropped without good cause).

This policy applies only to students starting college for the first time after high school in the fall 2008 semester and thereafter.

For more information, contact the Counseling Center at 281-425-6384.