

**Lake Region State College**  
**Policy and Procedure Manual**

---

SECTION 800.06

TUITION AND FEES: REFUND

The information below is based on the North Dakota University System Refund Policy, which can be found at <http://www.ndus.edu>. Policy and Procedure 830.2.

1. Refunds for Class Drops

Students who drop a class or classes prior to completing 8.999% of the period of enrollment for the class or classes shall receive a 100% refund of tuition and fees for the credit hours attributable to the class or classes dropped. There shall be no refund for partial drops after completing 8.999% of the period of enrollment. Students who totally withdraw from all classes during the term or period of enrollment shall receive a prorated refund.

2. Calculating Refunds for Dropping a Class

- a. Count the total number of days in the term or session (8-week course, semester-long course) that the class is being held. This means all days including days class does not meet and weekends. For example: First 8-week term started August 24<sup>th</sup> and goes until October 16<sup>th</sup> or 53 days.
- b. Count the number of days that passed from the first day of class to the day you officially dropped the class. For example: You officially dropped the class on September 2<sup>nd</sup>. Nine days passed from the day class started until you dropped.
- c. Divide the number of days that you were enrolled (Step 2) by the total of days in the term or session (Step 1). This will give you a percentage of course completion .  
For example: Your nine days of class prior to the drop divided by the 53 total days in the term equals 17 percent. Since 17 percent exceeds 8.999 percent, you are not eligible for a refund.

3. Refunds for students who officially withdraw from the college: The amount of unearned institutional charges is based on the student's withdrawal date. The following schedule shall be used to establish the percentage of unearned institutional charges to the sixty percent point in the enrollment period and for unearned board charges from that point to the end of the term. In a term that has a scheduled break of 5 or more calendar days, the unearned institutional charges during that break shall be based on the percentage of unearned institutional charges on the last day of classes before the scheduled break. After the break, the percentage of unearned institutional charges shall resume based on the percentages set forth in the definition of "Refund of Institutional Charges"

a. Refund Categories: All Sessions

Percent of Enrollment Period Completed	% of	Refund Date	% of Refund
0 to 8.999%	100%		
9.000% to 34.999%	75%		
35.000% to 59.999%	50%		
60.000% to 100%	No Refund		

---

**History**

Administrative Council Approved 08/09/16