



## **NTCs CLASS WITHDRAWAL INFORMATION**

The class withdrawal information below is effective June 1<sup>st</sup>, 2012.

### **Never Attends:**

- A student who never attends class and does not officially withdraw from the course will receive a NS (No Show) grade for the course. Faculty will enter a NS grade within the first week of class. *The student will be responsible for all course fees.*

### **Withdrawing Within the First 10% of the Class:**

- A student who officially withdraws from a class during the first 10% of the class will receive no grade and the class will not be counted as attempted. The class will not appear on the student's transcript. *The amount owed for the class and refunds will be calculated based upon the date the student officially withdraws from the class.*

### **Withdrawing After 10% and Up to 20% of the Class:**

- A student who officially withdraws from a class after 10% and up to 20% of the class has been completed will receive a W grade on their transcript. The W grade will not be considered in the student's GPA; however, the class will count as attempted and appear on the student's transcript. *The amount owed for the class and refunds will be calculated based upon the date the student officially withdraws from the class.*

### **Withdrawing After 20% and Up to 80% of the Class:**

- A student who officially withdraws from a class after 20% and up to 80% of the class has been completed will receive a W grade on their transcript. The W grade will not be considered in the student's GPA; however, the class will count as attempted and appear on the student's transcript. *The student will be responsible for all course fees.*

### **Withdrawing After 80% of the Class:**

- A student who officially withdraws from a class after 80% of the class has been completed will have the class count as an attempted class and a grade F will appear on the student's transcript. *The student will be responsible for all course fees.*

### **Ceases to Attend:**

- A student who ceases to attend class and does not officially withdraw from the class during the period in which a W grade may be assigned will have the class count as an attempted class and a grade F will appear on the student's transcript. *The student will be responsible for all course fees.*

To officially withdraw or drop from a class, a student should visit [www.ntc.edu](http://www.ntc.edu) and click on "myNTC" or directly contact registration staff either in person, by telephone (715-675-3331 x5861) or by email ([registration@ntc.edu](mailto:registration@ntc.edu)).

## **NTCs Refund Policy**

Refunds are processed according to the Wisconsin Technical College System Refund Policy. Refunds are applicable only from the date you officially drop the class through Registration Services or “myNTC”. NTC will not drop classes for you for nonpayment or nonattendance. Drop requests are not accepted through instructors.

### **Refunds:**

- **100% Refunds** - 100% of student fees will be refunded if NTC cancels a class. 100% of class fees will be refunded if you withdraw from the class before the first class meeting. If you withdraw from a class before or at the time 10% of the class's potential hours of instruction have been completed and add another class on the same day, you will receive a 100% credit for all applicable student fees for the withdrawn class (must be done through Registration Services to ensure proper fee adjustment). This credit will be applied to the fees of the added class. If the credit exceeds the fees for the added class, the excess amount will be refunded to you. The shortfall will be billed to you if the credit is less than the fees applicable to the added class.
- **80% Refunds** - 80% of all applicable student fees will be refunded if the class is withdrawn from before or at the time 10% of the class's potential hours of instruction have been completed.
- **60% Refunds** - 60% of all applicable student fees will be refunded if the class is withdrawn from after 10% but before more than 20% of the class's potential hours of instruction have been completed. A "W" grade will be assigned.
- **0% Refunds** - No refund will be made if the class is withdrawn from after 20% of the class's potential hours of instruction have been completed and a "W" grade will be assigned. A grade of "F" will be assigned if 80% of the class's potential hours of instruction have been completed.

### **Refund Appeal:**

- All refund appeals must be initiated by sending the completed Request for Refund Appeal with proper documentation to the Registrar no later than the last day of the semester.
- A refund request made after the semester grace period will not be accepted and you will be responsible for payment.
- Refunds for extenuating circumstances (situations outside of your control) will be made at NTC's discretion.

### **Financial Aid Notes:**

#### **FA Census Date**

Financial aid funding is based on the number of enrolled credits on the Census date. The Census date at NTC is the 14th day of classes, which is February 11, 2013 for the Spring 2013 semester. Any enrollment changes between now and the census date can result in an adjustment to your financial aid award. This also means that additional financial aid will not be awarded to courses added after this date.

#### **Withdrawals can affect FA**

If a class is taken off a student's schedule during the 100% or 80% refund period, financial aid will be recalculated with the remaining eligible credits on a student's schedule. This will likely result in a reduction of financial aid and possible student balance. If credits are dropped after the 80% refund period, students may be responsible for paying back any unearned financial aid.