



POLICY NUMBER: SLCC-BO-303

POLICY AND PROCEDURES MEMORANDUM

Title: Refund Appeals Policy
Original Policy Approval Date: July 2, 2012
Effective Date: Fall 2012
Date of Last Review/Revision Approval
April 10, 2014
Office: Student Accounts Office

Refund Appeals Policy

South Louisiana Community College maintains a Refund Policy (SLCC-BO-302) to cover refunds of tuition, fees, and other charges in the event a student withdraws from one or more classes.

South Louisiana Community College students are expected to adhere to the Refund Policy as administered by the Student Accounts Office. Students with extenuating circumstances (e.g. death of an immediate family member or other personal tragedy) related to their withdrawal, may appeal for a policy exception.

Appeals must be made in writing and directed to the Vice Chancellor for Student Services. Requests for appeal must be made within thirty (30) days of the date of withdrawal.

A decision on the request for appeal will be made by the Vice Chancellor for Student Services, or his or her designee, and will be considered final. Students who wish to appeal a determination or sanction beyond the College may do so by submitting a written request for appeal to the Board of Supervisors of the Louisiana Community and Technical College System. Requests for appeal to the LCTCS Board must be made within thirty calendar days of the date of the decision made at the College.

Policy Reference: LCTCS Policies #5.007 and #2.004
Higher Education Relief Opportunities for Students Act of 2003 of the US Congress (H.R. 1412)
SLCC BO-302 Refunds Policy

	Reviewing Council/Entity	Approval Date	Effective Date	Review Date/Revision Approval
X	Cabinet Members	July 2, 2012	Fall 2012	April 10, 2014
X	Executive Committee	July 2, 2012	Fall 2012	April 10, 2014
X	Chancellor Approval	July 2, 2012	Fall 2012	April 10, 2014

Distribution: Distributed Electronically via College's Intranet
Distributed Electronically to Cabinet Members



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