
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: EXCEPTIONS TO THE FULL COST OF INSTRUCTION

NUMBER: PRO 4-05

REFERENCE: Board Rule 4.01

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I. PURPOSE

Students who attempt the same course for the third time will be charged the full cost of instruction except in approved cases of extenuating circumstances.

II. EXCEPTIONS

- a. All requests for an exception to the assessment of the full cost of instruction must be based on documented extenuating circumstances or financial hardship.
- b. Extenuating circumstances are limited to the following and may only be granted once for each course:
 1. Involuntary call to military duty. This situation must be documented by formal correspondence from the appropriate branch of the Armed Forces and must prevent the student from completing the term;
 2. Prolonged disability of the student or a member of the student's immediate family (spouse, child, parent) which prevents the student from completing the term. This situation must be confirmed in writing from the primary physician;
 3. Death of a member of the student's immediate family (spouse, child, parent). Circumstances must prevent the student from completing the term. This situation must be documented by an official death certificate;
 4. Documented learning disability. Student must be registered with Lake- Sumter's Office for Students with Disabilities and must provide documentation that a reasonable effort has been made to successfully complete the course;
 5. English as a second language. Student must provide documentation that a reasonable effort has been made to successfully complete the course;
 6. Unavoidable changes in conditions of employment which prevent the student from completing the term. Official correspondence from the student's employer documenting the situation must be provided for consideration.

- c. Financial hardship criteria shall include, but is not limited to, qualification for federal need-based financial aid. Students with other documented financial hardships may also be considered. In either case, the student must provide documentation that reasonable effort has been made to successfully complete the course.
- d. Exception to the Full Cost of Instruction Forms may be obtained from any Lake- Sumter State College (LSSC) advisor or counselor and must be submitted to the Directors, Student Development (Leesburg Campus) for review and action. The student will be sent written notification of the Director Student Development decision within ten working days of the receipt of the request.

New: 02/06/1998

Revised: 05/22/2001, 06/30/2009