
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: REFUND OF MATRICULATION
AND TUITION FEES

NUMBER: PRO 4-07

REFERENCE: Board Rule 6.04
SBE Rule 6A-14.0541

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I. PURPOSE

In compliance with State Board of Education Rule 6A-14.0541, a one hundred percent (100%) refund of matriculation and tuition fees will be given to any student whose courses are canceled by the College or whose official drop notification is received and approved prior to the end of the College's published add-drop period for that semester. Students are responsible for all fees for courses not dropped by the student by the published drop deadline. Non-attendance in a course does not result in a refund.

II. EXCEPTIONS

- a. A full refund (100%) may be given in cases of serious circumstances beyond the student's control that occur prior to the mid-point (50% of instructional days) of the semester and prevent the student from completing the semester. In the case of mini-mester courses, the circumstances must occur prior to the mid-point of the course. These circumstances must be fully explained, in writing, and are limited to the following:
 1. Involuntary call to military duty that prevents the student from completing the semester - must be documented by formal correspondence from the appropriate branch of the Armed Forces;
 2. Death of the student – must be requested by a member of the immediate family (spouse, parent, or child) and must be documented by a copy of the official death certificate;
 3. Illness of the student, of such severity and duration, that it prevents the student from completing the semester – must be documented by the submission of Medical verification completed and signed by the primary physician on the physician's letterhead or prescription pad;
 4. Technical errors associated with the student's admission, advisement or registration – must be documented by a written explanation prepared by the supervisor of the department involved in the error.
- b. The Associate Dean of Students may approve exceptions due to other exigent circumstances on a case by case basis.
- c. Requests for refund exceptions must be submitted by the end of the semester in which the student is seeking the refund. Requests submitted after that time will not be considered.

- d. Forms for requesting refund exceptions may be obtained from any Lake-Sumter State College (LSSC) academic advisor and must be submitted to the Associate Dean of Students (Leesburg Campus) for review and action. The student will be sent written notification of the Associate Dean's decision within ten working days of the receipt of the request.
- e. Requests that are approved by the Associate Dean will be sent to the Records Office for processing and will result in an administrative drop from the course(s). The student may receive a full or partial refund for tuition and matriculation fees when appropriate.

New: 02/06/1998

Revised: 07/12/2000, 12/19/2000, 06/12/2001, 03/25/2002, 06/30/2009, 03/05/2019