

## TUITION AND FEES REFUND AFTER WITHDRAW POLICY

Any student who withdraws from NCK TECH may be entitled to a refund of tuition and fees. NCK Tech Institutional Refund Policy states “students who withdraw from a program of study must submit written proof of cancellation to the Registrar’s Office.” The Student Account Specialist will then perform the refund calculation based on days completed for the period of enrollment for which the student is charged. Students that drop a program of study within the first 5 days will not be charged for tuition and fees.

The college will refund as follows:

Time Completed	Refund (% of Tuition)
0%-10%	90%
11%-25%	50%
26%-50%	25%
51% +	- 0 -

Books and supply expenses are non-refundable. Dormitory and food service expenses are refundable based upon the terms of the contract. (Refer to Housing and Food Service Contract found in the Student Handbook). Short term classes, including short term general education classes, summer classes and online classes are non-refundable.

**Students who have questions regarding refunds should contact the Office of Student Accounts.**

## WITHDRAWALS

### Program Withdrawal:

To withdraw from a Program, a student must complete a Voluntary Withdrawal Form in the Registrar’s Office.

- A student who withdraws from a program during the first week of the semester will not have a notation on the transcript.
- Students withdrawing after the first week but before the published drop date will receive grades earned on all completed courses up to the date of withdrawal. All remaining courses for the semester will receive a grade of W on the transcript.
- After the published drop date, students will not be allowed to withdraw and will receive the final earned grade for their courses.

### General Education Withdrawal:

To withdraw from a general education course, a student must complete a Course Withdrawal Form in the Registrar’s Office.

- A student who withdraws from a general education course during the first week of the semester will not have a notation on the transcript.
- Students withdrawing after the first week and up to 60% of the semester will be given a grade of W for that course.

### *North Central Kansas Technical College*

**Beloit Campus**  
P.O. Box 507 | 3033 U.S. Highway 24 | Beloit, Kansas 67420  
1-800-658-4655 | 785-738-2276

**Hays Campus**  
2205 Wheatland Ave. | Hays, Kansas 67601  
1-888-567-4297 | 785-625-2437

- After 60% of the semester is completed, students will not be allowed to withdraw.
- General Education instructor's signature is required.

### **Administrative Withdrawal:**

A student may be administratively withdrawn from any or all courses by a College administrator when one of the following conditions exists:

- The student has been dismissed from the College, regardless of the reason. Updated August 2018
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- The student has violated the program, or course attendance standards.
  - The student fails to satisfy financial obligations to the College.
  - The student has not satisfied minimum academic standards of a program of study and is not permitted to continue classes.
  - The student has violated the Student Code of Conduct.
  - Students will receive the final earned grade for their courses.

If students cannot be notified in person or by phone, students are notified in writing by letter. A hold may be placed on his/her account depending on the reason for the administrative withdrawal. Students may have to wait a full semester before being re-admitted.

A student who is administratively withdrawn may appeal by filing a written appeal in Student Services within 5 days of receipt of notification of being withdrawn. The appeal must include reasons why the student failed to meet College standards and what the student's plan is to meet them after being re-admitted.

The Dean of Students will make a decision. The student may attend class during the appeal process. The student may or may not have to go through the re-admission process depending on the time of the administrative withdrawal and his/her appeal. A decision after a student appeal is final.

Withdrawals are not effective until completed forms are on file in the Registrar's Office.

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