

Graphic Design Technology	\$75.00
Health Science (course fees)	\$4.00-\$300.0
Noncredit Personal Enrichment	Varies
Nursing fees	\$35.00-\$910.00**
Physical Education	\$20.00-\$40.00
Radiography fees	\$20.00-\$231.00
Respiratory fees	\$25.00-\$355.00**
Welding	\$125.00-\$300.00

### Other Per Credit Hour Fees

Health Care Courses	\$35.00
Cherokee Center	\$10.00
Technology Fee	\$8.00

^ = Amount depends upon courses enrolled

\* = Other courses may have mandatory fees attached to cover cost of consumable supplies.

# = At the time of the printing, the amounts listed above were correct, but are subject to change. The most current charges are normally listed on the College website: /www.labette.edu

\*\*This fee is in addition to the \$35.00 credit hour fee for health care courses.

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### Tuition & Fees Refund

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*Fall and Spring Regular Semester Day/Evening/Extension Courses:*

- Full Refund – Drops during the first and second week of the semester.

*Summer Courses:*

- Full Refund – Drops during first four days of the semester.
- = Mini session refund dates may differ

**Note:** Students will have official transcripts withheld if any financial obligations have not been paid or if materials and/or equipment have not been returned to the College (see Holds).

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### Add/Drop/Withdrawal

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It is the student's responsibility to officially add or drop a course in which he/she is enrolled. (Students are not to cease class attendance without completely processing an Add/Drop Form. Failure to take such action will result in an "UF" being assigned for the course.)

- Courses may be added or dropped during the first week of classes with only advisor approval.
- Courses can be added during the second week of classes with Advisor and Instructor approval.
- Courses can be dropped by email to your advisor but not by phone.
- It is the responsibility of the student to confirm all add/drops/withdrawals, regardless of the situation, if it is the student's decision to drop/withdraw

Drops completed during the first and second weeks of courses are considered a "drop" and students are entitled to a full refund. It is the responsibility of the student to submit the completed form to Student Affairs prior to the close of business of the respective drop date.

Drops completed during the refund period will not become a part of the transcript. During this period the:

- Drop/Add/Withdrawal Form is completed by the student.
- Student is responsible for obtaining the signature of the advisor or appropriate director.

- Student is responsible for submitting the completed form to the Student Affairs Office prior to the close of business on the respective drop date.

A student who withdraws from a course after the final refund period must complete an Add/Drop/Withdrawal Form.

- Withdrawals completed after the final refund periods are considered a withdrawal and there is no refund.
- Course(s) from which the student officially withdraws after the final refund periods will appear on the transcript as a “W”.
- Students enrolled for regular fall/spring courses will be permitted to withdraw from courses until 15 class days prior to finals.

Discontinuing attendance in class without officially dropping/withdrawing will result in an “UF” being recorded on the transcript.

Failure to complete an Incomplete Contract agreement will automatically result in an “F” being recorded on the transcript.

Students will not be permitted to withdraw or drop a course in which they have received an “F” due to academic misconduct.

**\* Refer to academic calendar for specific dates, especially for the summer sessions**

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### **[Military Drop/Incomplete \(Procedure 4.111\)](#)**

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### **[Military Connected In-State Tuition Benefit \(Procedure 4.112\)](#)**

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### **Refund Due to Serious Illness or Injury**

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If a student is unable to complete a semester or session due to serious illness or injury, the student must present acceptable official documentation signed by a licensed health care provider certifying the circumstances in adequate detail. Upon completion this documentation should be directed to the Registrar for review and determination of appropriate action. Based on an approved request, the student will be withdrawn from all courses and refunded the tuition and fees for the semester/session, provided that the student has personally and fully paid all other outstanding tuition and fees, and has no other outstanding College financial obligations. If the above student received Title IV federal financial aid, the current return to Title IV Funds policy must be applied.

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### **Refund Due to Death of Student**

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If a student should die during a semester/session in which the student is duly enrolled, the student’s estate will be refunded the tuition and fees based on the above stated policies. To initiate this process, the family may contact the Office of the Registrar.