

Refunds of Registration Fees

During the 16-week semester, a student who officially drops a full-semester course **PRIOR TO THE BEGINNING OF THE THIRD WEEK OF CLASSES WILL RECEIVE A 100 PERCENT REFUND OF FEES PAID**. A written request must be made on official College forms or through [MyJeffco](#) online prior to the beginning of the third week to obtain a refund. Official forms are available online or upon request by contacting the Office of Enrollment Services at (636)481-3209/797-3000, ext. 3209, or may be obtained from the Office of Enrollment Services in the Student Center, at the appropriate dean's office, or at the offices at Jefferson College Arnold or Jefferson College Imperial. The forms must be returned to the Office of Enrollment Services, the appropriate dean's office, or at the offices at Jefferson College Arnold or Jefferson College Imperial prior to the beginning of the third week of classes. Deductions from refunds may be made for laboratory materials used and for other financial obligations.

Refunds for courses of shorter-term length will be made on a pro-rata basis. The official written requirement applies (i.e., refund expires after 12.5% of term length). For [specific refund dates](#) for all courses, visit the Class Schedule on the Jefferson College website.

Failure to attend classes does not constitute a drop or withdrawal and does not entitle the student to a refund. All drops/ withdrawals must be initiated by the student on official forms or online via [MyJeffco](#).

Tuition Refund Appeal

A student may drop classes and be entitled to a refund of tuition and lab fees paid or a removal of assessed tuition charges and lab fees during published refund period dates. After these dates, a tuition refund appeal will be considered for the following circumstances only:

- Death of an immediate family member
- Extended illness or critical injury of student or immediate family member
- Institutional error

The Tuition Refund Appeal form is available under the Student tab in [MyJeffco](#), and it can also be obtained from the Office of the Vice President of Student Services, the Office of Enrollment Services, or the offices at Jefferson College Arnold or Jefferson College Imperial. A student should officially withdraw from classes before submitting an appeal. If the student is a financial aid recipient, he or she should check with the Office of Student Financial Services before withdrawing or submitting a Tuition Refund Appeal to discuss how his or her financial aid status/eligibility may be affected. The student should then submit the completed Tuition Refund Appeal form with required documentation to the Office of the Vice President of Student Services. Incomplete appeals will automatically be denied. Tuition Refund Appeals must be received prior to the end of the following semester.

Please note that this appeal process cannot be used for instructional complaints. A student should contact his or her instructor or the appropriate Associate Dean regarding these issues. Refunds associated with military obligations are handled outside of this process. In these situations, a copy of a student's military orders must be submitted to the Office of Enrollment Services along with a completed withdrawal request.

Residency

A student is charged in-district tuition rates if he or she is considered a resident of Jefferson County. A resident is described as a Jefferson County high school graduate, a dependent student whose parents have established residence within the District prior to the student's enrollment, or an independent and self-supporting student who has established legal residence within the District prior to enrollment in the College.

A student who wishes to petition for a lower tuition rate due to a change in residency is advised to contact the Office of the Vice President of Student Services. The student will be required to complete a form and provide proof of his/her legal residence prior to the start of the semester. Requests submitted after the start of a semester will be processed for the following term.

Student tab in [MyJeffco](#). Graduates will receive one complimentary transcript with their diploma.

Waitlist Procedure

A waitlist for a course may be initiated by an associate dean. The following conditions must be met for a student to participate in the waitlist process:

- The waitlist class time must be open on the student's schedule.
- The student may not be enrolled in the same class at another time.
- For a day class, all remaining day sections must be filled.
- For an evening class, all remaining evening sections must be filled, regardless of location.
- No waitlists will be initiated for online courses.
- Other policies may apply.

Students not meeting these criteria may be removed from the waitlist. Class openings are offered on a first-come basis. An individual student's priority is determined from the date he/she was placed on the waitlist. Students attending classes based on waitlist status have no assurance of enrollment in those classes. Additions to a waitlist may be made at any enrollment site.

Waitlisted students who are moved onto active class rosters at least one week before the start of the semester will be notified by letter and will receive a revised class schedule from the Office of Enrollment Services. Waitlist changes after the start of the semester must be authorized by the instructor using an electronic instructor override, the Schedule Change form, or a Waitlist letter provided by the Office of Enrollment Services. Adjustments made on Schedule Change forms or Waitlist letters must be returned to any registration site to complete the add process. Students are responsible for reviewing their schedules and making necessary adjustments to ensure that they are enrolled in the correct number of credit hours.

Waitlisted courses do not count toward full-time enrollment for financial aid, Veterans' Benefits, or other circumstances where full-time enrollment may be required.

Withdrawal from College

A withdrawal from College is accomplished online through [MyJeffco](#) or by the completion of an official withdrawal form, which is available from the Office of Enrollment Services, the appropriate dean or Interim Associate Dean's office, or the offices at Jefferson College Arnold or Jefferson College Imperial. Failure to attend classes does not constitute a withdrawal. For tuition refund purposes, only official drops made during the first two weeks of a regular 16-week semester entitle the student to a refund of tuition. No tuition refunds will be made for withdrawal from full-semester classes after the second week of classes unless the tuition refund appeal stipulations have been met (see page 18). Refunds for courses of shorter-term length will be made on a pro-

rata basis. The official written withdrawal requirement applies (i.e., refund expires after 12.5% of term length). For specific [refund dates](#) for all courses, visit the Jefferson College website.

Withdrawing, Dropping, and Adding Courses

A student is officially a member of each class in which he or she has enrolled. To withdraw or drop a course, a student must complete the withdrawal process. Any student who does not attend classes and who has not officially dropped or withdrawn from a class will receive a failing grade at the end of the semester, or the student may be administratively withdrawn (see Administrative Withdrawal on page 28).

To add, drop, or withdraw from a course, a student must complete a Schedule Change form, which must be filed in the Office of Enrollment Services. A schedule change form may be obtained and processed in the Office of Enrollment Services located in the Student Center building, at the appropriate dean or Interim Associate Dean's office, or at the offices at Jefferson College Arnold or Jefferson College Imperial. Copies can also be printed through the Student tab in [MyJeffco](#). The signed and dated form must be filed in the Office of Enrollment Services, the appropriate dean or Interim Associate Dean's office, or at the offices at Jefferson College Arnold or Jefferson College Imperial by the appropriate deadline, or the add, drop, or withdrawal is not complete. Students may also access the Student tab in [MyJeffco](#) to drop/withdraw from courses during the first eight weeks of full-semester courses. During the first half of the course semester, i.e., the first eight weeks of a semester, a student can officially withdraw without the permission of the instructor; however, during the third quarter of the semester, i.e., the ninth through the twelfth week, the student must have the instructor's signed approval to withdraw. If the student is passing during this period, the instructor will authorize the issuance of a "W." Students are not permitted to withdraw from a course during the last quarter of the semester. Classes cannot be added after the first week of the fall or spring semester or after the first three days of the summer term.

Request for Medical Withdrawal

If a student becomes seriously ill and is unable to continue participating in classes, the student should withdraw to avoid receiving failing grades. **If an illness or injury occurs after the published withdrawal deadline has passed, a student may submit a Request for Medical Withdrawal.** A medical withdrawal will not generate a refund of tuition charges and/or lab fees paid, nor will it remove a balance for assessed tuition charges and/or lab fees. A "W" grade will be posted on a student's transcript for each withdrawn course, and the course(s) will count into attempted credit hours for financial aid purposes. For specific [withdrawal dates](#) for all courses, visit the Jefferson College website. Financial aid recipients should contact the Office of Student Financial Services prior to withdrawing from classes to discuss how their financial aid status/eligibility may be affected.

The Request for Medical Withdrawal form may be accessed on the Student tab in [MyJeffco](#), and can also be obtained from the Office of the Vice President of Student Services, the Office of Enrollment Services, or the offices at Jefferson College Arnold or Jefferson College Imperial. To request a medical withdrawal, a student should submit the completed form with required documentation to the Office of the Vice President of Student Services. Requests submitted without supporting documentation will be denied. If medical necessity is validated, the student has not received federal/state gift aid, and his or her bill has been paid in full, the student may be issued a Dean's Waiver. The waiver would allow the student to re-enroll in the same courses in the following semester without having to pay the tuition charges again, provided the courses are offered that semester.