

REFUND OF TUITION AND FEES

months after leaving state service or active service, without paying additional tuition or fees.

100% of student fees shall be refunded if a student meets the criteria established under s. 38.12 (13) and elects the refund option.

Procedure PR 302.03: Tuition Refunds

This procedure establishes standards for refunds applicable to any student at Moraine Park Technical College (MPTC or District).

Refunds are processed according to the Wisconsin Technical College System refund policy (Wisconsin Technical College 10.08, Wisconsin Administrative Code (https://docs.legis.wisconsin.gov/code/admin_code/tcs/10/08/)). All references to student fees mean applicable program fees, material fees and out-of-state tuition, and any fees established in lieu of these fees. These refund requirements do not apply to incidental fees, activity fees, or additional course fees. Refund amounts are based on the date of official withdrawal, the course start date and course duration.

Refund Calculations

1. **100% refunds** are issued for the following circumstances:
 - a. MPTC cancels or discontinues a class, OR
 - b. Course drop is officially completed BEFORE the first class meets, OR
 - c. Course drop is officially completed before 5% of the course's potential hours have been completed AND another class is added or "swapped" on the same day. If there is a fee difference between the dropped and added courses, students are credited or billed the difference. (This option cannot be done via self-service online. Students must go to Enrollment Services.)
2. **80% refunds** are issued when course withdrawal is officially completed before 11% of potential hours of instruction have been completed.
3. **60% refunds** are issued when course withdrawal is officially completed when 11% of the hours are completed but before 20% of potential hours of instruction have been complete.
4. **0% refunds** are issued when course withdrawal is officially completed after more than 20% of the class's total potential hours of instruction have been completed.

Active Duty/Service Refunds

Section 38.12 (13) Wis. Stats. specifies: If a student who is a member of a national guard or a member of a reserve unit of the U.S. armed forces withdraws from school after September 11, 2001, because he or she is called into state active duty or into active service with the U.S. armed forces for at least 30 days, the district board shall reenroll the student beginning in the semester in which he or she is discharged, demobilized, or deactivated from active duty or the next succeeding semester, whichever the student prefers, shall give the student the same priority in registering for courses that the student would have had if he or she had registered for courses at the beginning of the registration period, and, at the student's request, do one of the following for all courses from which the student had to withdraw:

- Reimburse the student all tuition and fees paid for all the courses.
- Grant the student an incomplete in all the courses and permit the student to complete the courses, within 6