**Drop & Withdraw Policy**

If a student decides they want to drop or withdraw from a course, it is the student’s responsibility to complete & submit an official LSC-Tomball **‘Dual Credit Course Drop Form.’**

**(NOTE: High School students may obtain a drop form from their designated high school counselor so that the counselor may sign-off on the form before submitting it to LSC-Tomball. We will not accept drop forms that are not signed by the ‘High School Designee’)**

**\*Obtain a ‘DC Course Drop Form’ at: www.lonestar.edu/TomballDualCredit**

**\*If a student does not submit the proper drop form, he/she will not officially be dropped or withdrawn from the requested course(s).**

 **(Sample ‘Dual Credit Course Drop Form’ shown below)**



**Questions about payment or refunds?**

Cashier’s Office C120

(281)357-3754

Please submit all drop forms to:

**TC-DualCredit@lonestar.edu**

Or drop it off in person at:

**LSC-Tomball**

**Advising Office C100**

**30555 Tomball Parkway**

**Tomball, Texas 77375**

**\*\*PLEASE NOTE:** These dates are only VALID for **courses that begin: 01/16/2018-05/13/2018**

**$$$ Last Day to Receive a Refund $$$**

|  |  |
| --- | --- |
| Last Day for 100% refund  | **Friday, January 12, 2018** |
| Last Day for **70% refund & drop a course without** a grade of **‘W’**  | **Monday, January 29, 2018**  |
| Last Day for 25% refund  | **Friday, February 2, 2018** |

**Last Day to Drop & Withdrawal**

|  |  |
| --- | --- |
| Last Day to drop a course **without** a grade of **‘W’**  | **Monday, January 29, 2018** |
| Last day to withdrawal **with** a grade of **‘W’**   | **Friday, April 6, 2018** |

***\*Please note refunds are not immediate:***

* Refunds are only processed by our System Office on Mondays and Thursdays.
* Cash or Check: Cash, check, or debit card then it goes to a refund profile. (If they have one on file, if not then a check is processed and those aren’t mailed until Thursday).
* Credit Cards: If paid with a credit card then the refund goes back to the credit card.