

## Adams Center

401 North Main Street  
Adams, WI 53910  
Phone: 608.339.3379 Fax: 608.339.9625  
TTY: 608.339.5117

## Marshfield Campus

2600 West Fifth Street  
Marshfield, WI 54449  
Phone: 715.387.2538 Fax: 715.389.2864  
TTY: 715.387.3696

## Stevens Point Campus

933 Michigan Avenue  
Stevens Point, WI 54481  
Phone: 715.344.3063 Fax: 715.342.3134  
TTY: 715.342.3135

## Wisconsin Rapids Campus

500 32nd Street North  
Wisconsin Rapids, WI 54494  
Phone: 715.422.5300 Fax: 715.422.5561  
TTY: 715.422.5456

### Adding/Dropping Classes

Classes may be added through the first week of class meetings. Classes added after the first week require instructor/dean approval.

Classes dropped before 10% of the class meetings have occurred will not be reflected on the student's transcript.

A class may be dropped at any time until 90% of the class meetings have occurred. After that point in time, a grade of F is assigned for the dropped class. A grade of W (withdrawal) is not issued after 90% of the class meetings have occurred. The effective date of the drop is determined by the date that the Office of Student Records receives the Drop/Add Form or phone call from the student. If the instructor withdraws the student from the course, the effective date of the drop is determined by the date that the Office of Student Records receives the form. The form is then entered into the student data system based on the date of receipt. Grades and refunds will be calculated based on the date of the class drop. It is the student's responsibility to obtain and retain a copy of the drop form.

Within a semester, a student who drops one section of a course and, at the same time, enrolls in an equivalent section of the same course shall not receive a refund of course fees for the dropped section or be charged course fees for the added section. An equivalent section is defined as a course offered for the same credit value, is subject to the same dollar amount of student fees and is at substantially the same point in the course curriculum at the time of the drop/add. Section changes done after the first week of a course must be approved by a dean or associate dean and the instructor.

One hundred percent of the tuition and fees must be paid for added courses. If the tuition/fees for the dropped course exceed the fees for the added class, the student will be issued a refund. If the added course exceeds the tuition/fees of the dropped class, the student will be required to pay the additional amount owed at the time of registration. If the student is enrolled in the payment plan or is receiving financial aid, adjustments will be made accordingly.

### Withdrawal from College

Students dropping all classes (withdrawal from school) must complete a Drop/Add Form with required signatures. It is highly recommended that students wishing to withdraw from school meet with a counselor to discuss personal, financial and grading implications of this decision. The date of the withdrawal from college is determined by the date that the Office of Student Records receives the form. Grades and refunds will be calculated based on the date of the withdrawal from college. The student will receive a copy of the completed, date stamped form, it is the student's responsibility to retain a copy of the form.

### Refund Policy

Refunds are issued per the official refund schedule which can be obtained from any Campus Office. Refunds may be issued by check or credit card. Refund amounts are determined by the Wisconsin Technical College System (WTCS) Refund Policy and Federal financial aid regulations.

The WTCS Refund Policy states:

- 100% Refunds: If the college cancels a course, 100% of student fees shall be refunded. If a student applies for a refund before the first class meeting which the student is scheduled to attend, 100% of student fees shall be refunded.
- 80% Refunds: 80% of all applicable student fees are to be refunded if application for refund is made before or at the time 10% of the course's potential class meetings of instruction have been completed.
- 60% Refunds: 60% of all applicable student fees are to be refunded if the application for refund is made after 10% but before more than 20% of the course's potential class meetings of instruction have been completed.
- 0% Refunds: No refund is to be made if the application for refund is made after 20% of the course's potential class meetings of instruction have been completed.

### Financial Aid Regulations

Federal law states that if a student receives federal financial aid and withdraws, quits attending or drops out of all of their classes before completing at least 60% of the semester, the student must return a portion of the federal aid that was received.

- Any Title IV (federal) financial aid that a student receives will be considered to have been "earned" as long as they remain enrolled for more than 60% of the payment period.
- If a student withdraws from the college before more than 60% of the payment period is completed, they will be required to repay the "unearned" federal financial aid.
- If the student receives all F grades for a term, they will be considered an "unofficial withdrawal" and will be required to repay at least 50% of the college's charges.
- If the student has received financial aid and failed to attend classes, they are considered a "no show" and, therefore, have not established eligibility for any financial aid. No show students must repay in full any funds received.
- Return of federal funds must be credited to the following programs in priority order based on the student's receipt of funds: Stafford Loan (unsubsidized), Stafford Loan (subsidized), PLUS loan, Pell Grant, Supplemental Educational Opportunity Grant (SEOG) and Talent Incentive Program (TIP) Grant.
- The student will be billed for the amount to be repaid according to the above outlined financial aid regulations. These regulations must be enforced at every college; not just MSTC. A student must be reported to the Department of Education for repayment and until that balance is paid. The student's records will be placed on hold prohibiting a student's receipt of any further financial aid funds nationally, and any MSTC student registration, grades and/or transcripts.
- Consult with the Financial Aid Staff prior to withdrawal to discuss your individual situation.

### Questions:

Please contact the Campus Office near you regarding any refunds or student account matters.

Students who wish to dispute an amount due should address all concerns in writing to the Student Records Manager, Mid-State Technical College, 500 32nd Street North, Wisconsin Rapids, WI 54494

**Please leave this form intact. Student Records staff will distribute copies after processing.**





