



MORAINE PARK TECHNICAL COLLEGE

Payment, Withdrawal and Refund Overview

Students are responsible for all tuition and fees. MPTC will NOT drop students from courses automatically for nonattendance. Official withdrawals must be done before a course begins or during the refund period to qualify for a refund.

Students:

- Are responsible for all tuition and fees.
- Are responsible for meeting semester payment deadlines.
- Must choose to pay in full, set up an electronic payment plan, complete Financial Aid or have an employer/agency paid contract on record by payment deadline to guarantee a seat in class.
- Are responsible for all fees not covered by Financial Aid or employer/agency contracts.
- Can check their account information 24/7 on myMPTC under the Student tab, My Current Account Status.

Important Withdrawal Information

- MPTC will NOT drop students from courses automatically for nonattendance.
- Students are responsible for completing an add/drop form and submitting it to Student Services or withdrawing via self-service on the Web if they no longer plan to attend. *Students are considered enrolled and responsible for all tuition and fees until withdrawal forms are submitted.*
- Students must withdraw before a course begins or during the refund period to qualify for a credit to their accounts.
- Moraine Park reserves the right to withdraw students from courses for nonpayment. However, nonpayment does not automatically result in withdrawal.
- Students may not withdraw from a course after 67 percent of the course's duration is complete.
- Students who are receiving financial aid should always check with the Financial Aid office prior to any course withdrawals to determine the impact to their aid.

Refund Policy

Refunds are processed according to the Wisconsin Technical College System refund policy. Refund amounts are based on the date of official withdrawal, the course start date and course duration.

Refunds for:

- 100%**
1. MPTC cancels or discontinues a class.
 2. Course withdrawal is officially completed before the first class meeting.
 3. Course withdrawal 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. 100% of the dropped course's fees will be credited to the added course. If there is a fee difference between the dropped and added courses, students are credited or billed the difference. (This option cannot be done on the Web. Students must go to Student Services.)

- 80%** Course withdrawal is officially completed before 11% of potential class hours are completed.
- 60%** Course withdrawal is officially completed when 11% of the hours are completed but before 20% of potential class hours are completed.
- 0%** Course withdrawal is officially completed after more than 20% of the class's total potential hours.

Refund Appeals

- Refund appeal requests are considered on rare occasion for legitimate extenuating circumstances at the discretion of the Registrar and the Student Services associate. Extenuating circumstances are those situations outside of a student's control.
- Consideration of an exception requires students submit the Appeal to the Withdrawal/Refund Policy form and official supporting documentation (i.e., medical notes, military activation orders) for review to Student Services no later than sixty (60) calendar days after the class start date.
- Refund requests made after the 60-day grace period will not be accepted and students are responsible for payment.