



**MORAINE PARK
TECHNICAL COLLEGE**

Appeal to the Withdrawal/Refund Policy

Withdrawal/Refund Procedures:

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. Students withdrawing from class must complete an Add/Drop Registration Form in the Student Services Office. The drop/withdrawal date is the day the student officially notifies the school to initiate a class drop or withdrawal process.

Amount of Refund

- 100%** 1. Moraine Park Technical College cancels or discontinues a class.
 2. Course withdrawal is officially completed before the first class meeting.
 3. Course withdrawal is officially completed before 5 percent of the course’s potential hours have been completed and another class is added or “swapped” on the same day. 100 percent 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 percent of potential class hours are completed.
- 60%** Course withdrawal is officially completed when 11 percent of the hours are completed but before 20 percent of potential class hours are completed.
- 0%** Course withdrawal is officially completed after more than 20 percent of the class’s total potential hours.

Students may not withdraw from a course after 67 percent of the course’s duration is complete.

- On rare occasions an exception for legitimate extenuating circumstances may be made at the discretion of the Registrar. **Extenuating circumstances are those situations outside of a student’s control.** If you feel you qualify for an exception, please fill in the information below and describe in detail (use additional paper if needed) the type of refund you are requesting. Submit this **form and supporting documentation** (i.e., medical notes, military activation orders) for review to:

Registrar’s Office

235 North National Avenue
 Fond du Lac, WI 54935-2884

Name: _____

Student ID Number: _____ Phone or E-mail Address: _____

Course Name and CRN: _____

Percent of Refund Requested: _____ Date: _____

Important

- Consideration of an exception requires students submit this form (Appeal to the Withdrawal/Refund Policy) and official supporting documentation (i.e., medical notes, military activation orders) for review to the Registrar 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.

Moraine Park Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College’s nondiscrimination policies: Equal Opportunity Officer, Moraine Park Technical College, 235 North National Avenue, PO Box 1940, Fond du Lac, WI 54936-1940, 920-924-6459 or 920-924-3232.