

NTCs Class Withdrawal Information

The class withdrawal information below is effective June 1st, 2013. ***For directions to view specific course academic calendar dates on myNTC go to page 3.***

Never Attends:

- A student who never attends class and does not officially withdraw from the course will receive a NS (No Show) grade for the course. Faculty will enter a NS grade within the first week of class. *The student will be responsible for all course fees.*

Withdrawing Within the First 10% of the Class:

- A student who officially withdraws from a class during the first 10% of the class will receive no grade and the class will not be counted as attempted. The class will not appear on the student's transcript. *The amount owed for the class and refunds will be calculated based upon the date the student officially withdraws from the class.*

Withdrawing After 10% and Up to 20% of the Class:

- A student who officially withdraws from a class after 10% and up to 20% of the class has been completed will receive a W grade on their transcript. The W grade will not be considered in the student's GPA; however, the class will count as attempted and appear on the student's transcript. *The amount owed for the class and refunds will be calculated based upon the date the student officially withdraws from the class.*

Withdrawing After 20% and Up to 80% of the Class:

- A student who officially withdraws from a class after 20% and up to 80% of the class has been completed will receive a W grade on their transcript. The W grade will not be considered in the student's GPA; however, the class will count as attempted and appear on the student's transcript. *The student will be responsible for all course fees.*

Withdrawing After 80% of the Class:

- A student who officially withdraws from a class after 80% of the class has been completed will have the class count as an attempted class and a grade F will appear on the student's transcript. *The student will be responsible for all course fees.*

Ceases to Attend:

- A student who ceases to attend class and does not officially withdraw from the class during the period in which a W grade may be assigned will have the class count as an attempted class and a grade F will appear on the student's transcript. *The student will be responsible for all course fees.*

To officially withdraw or drop from a class, a student should visit www.ntc.edu and click on "myNTC" or directly contact registration staff either in person, by telephone (715-675-3331 x5861) or by email (registration@ntc.edu).

NTCs Refund Policy

Refunds are processed according to the Wisconsin Technical College System Refund Policy. Refunds are applicable only from the date you officially drop the class through Registration Services or “myNTC”. NTC will not drop classes for you for nonpayment or nonattendance. Drop requests are not accepted through instructors.

Refunds:

- **100% Refunds** - 100% of student fees will be refunded if NTC cancels a class. 100% of class fees will be refunded if you withdraw from the class before the first class meeting. If you withdraw from a class before or at the time 10% of the class's potential hours of instruction have been completed and add another class on the same day, you will receive a 100% credit for all applicable student fees for the withdrawn class (must be done through Registration Services to ensure proper fee adjustment). This credit will be applied to the fees of the added class. If the credit exceeds the fees for the added class, the excess amount will be refunded to you. The shortfall will be billed to you if the credit is less than the fees applicable to the added class.
- **80% Refunds** - 80% of all applicable student fees will be refunded if the class is withdrawn from before or at the time 10% of the class's potential hours of instruction have been completed.
- **60% Refunds** - 60% of all applicable student fees will be refunded if the class is withdrawn from after 10% but before more than 20% of the class's potential hours of instruction have been completed. A "W" grade will be assigned.
- **0% Refunds** - No refund will be made if the class is withdrawn from after 20% of the class's potential hours of instruction have been completed and a "W" grade will be assigned. A grade of "F" will be assigned if 80% of the class's potential hours of instruction have been completed.

Refund Appeal:

- All refund appeals must be initiated by sending the completed Request for Refund Appeal with proper documentation to the Registrar no later than the last day of the semester.
- A refund request made after the semester grace period will not be accepted and you will be responsible for payment.
- Refunds for extenuating circumstances (situations outside of your control) will be made at NTC's discretion.

Financial Aid Notes:

FA Census Date

Financial aid funding is based on the number of enrolled credits on the Census date. The Census date at NTC is the 14th day of classes, which is June 23rd for the Summer 2013 semester. Any enrollment changes between now and the census date can result in an adjustment to your financial aid award. This also means that additional financial aid will not be awarded to courses added after this date.

Withdrawals can affect FA

If a class is taken off a student's schedule during the 100% or 80% refund period, financial aid will be recalculated with the remaining eligible credits on a student's schedule. This will likely result in a reduction of financial aid and possible student balance. If credits are dropped after the 80% refund period, students may be responsible for paying back any unearned financial aid.

Directions to view a student's course academic calendar dates:

- 1) Log into myNTC
- 2) Go to Student Services Center Tab
- 3) Click on the Student Center Link
- 4) Click on the small "Academic Calendar Deadline" icon (see screen shot below)

The screenshot displays the Student Services Center interface. The 'Academics' section is active, showing a 'This Week's Schedule' table. A blue arrow points to a small icon in the 'Class' column of the first row, which is labeled 'ACCT 10101111-03 LEC (60643)'. The table also lists 'MATH 10804123-04 LEC (60164)'. To the right of the schedule table are sections for 'SEARCH FOR CLASSES', 'Holds', 'To Do List', 'Enrollment Dates', and 'Advisor'.

Class	Schedule
ACCT 10101111-03 LEC (60643)	ONLINE INSTRUCTION We 6:00PM - 6:30PM A164-Wausau Campus A Bldg We 4:00PM - 7:00PM A164-Wausau Campus A Bldg We 5:00PM - 7:00PM A164-Wausau Campus A Bldg
MATH 10804123-04 LEC (60164)	ONLINE INSTRUCTION

Click on the course's "Academic Calendar Deadlines" icon.

The dates below are specific to that particular class.

The screenshot shows a web browser window titled "Student Services Ctr (Student) - Windows Internet Explorer provided by Northcentral Technical College". The address bar shows a URL from csedev.ntcc.edu. The page content includes a navigation menu, a header for "2013 Spring", and a "Cancel & Withdrawal Calendar" section. The calendar lists three withdrawal periods with their respective dates and descriptions. A callout box points to the 04/30/2013 date, explaining that it is the last date a student can withdraw from class and still receive a "W" on their transcript.

Withdrawal Period	Official Withdrawal Date	Description
Withdrawing prior to the start of class or a cancelled class:	01/28/2013	Classes within a term, withdrawn on or before this date or cancelled will not appear on the student's transcript. Full refunds are granted if the college cancels a class or the student officially withdraws on or prior to this date.
Withdrawing within the first 10% of class:	02/08/2013	Classes within a term, withdrawn on or before this date will receive no grade and the class will not appear on the student's transcript. The amount owed for the class and any potential refund will be calculated based on the official withdrawal date.
Withdrawing after 10% and up to 80% of the class:	04/30/2013	Classes within a term, withdrawn on or before this date will receive a "W" grade on their transcript. The "W" grade will not impact the student's GPA; however, the class will count as attempted and appear on the student's transcript. If the class is withdrawn from after this date, an "F" grade will be assigned. The amount owed for the class and any potential refund will be calculated based on the official withdrawal date. No refunds are provided once twenty percent of

This date is the last date a student can withdraw from class and still receive a "W" on their transcript. Every class has its own specific dates based on the class