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| Computer Science Course | \$30.00-\$50.00 |
| College Algebra | \$25.00-\$105.00 |
| Diagnostic Medical Sonography (per course fee) | \$30.00-\$200.00 |
| Diagnostic Medical Sonography testing fee | \$250.00 |
| English Composition I | \$2.00 |
| Graphic Design Technology | \$50.00 |
| Health Science (course fees) | \$4.00-\$300.0 |
| Industrial Technology Courses | \$25.00-\$30.00 |
| Noncredit Personal Enrichment | Varies |
| Nursing (Basic Nursing course fees) | \$25.00-\$412.00** |
| Nursing (IV Therapy only) | \$46.00** |
| Nursing (1st year) ATI exam fees ^ | \$179.00-\$412.00** |
| Nursing (2nd year) ATI exam fees ^ | \$204.00-\$382.00** |
| Business Administrative Technology courses per class | \$10.00-\$30.00 |
| Photography | \$10.00-\$83.00 |
| Physical Education PED 116 - Lifetime Fitness | \$6.00 |
| Physical Education PED 118-First Aid and CPR | \$40.00 |
| Physical Science | \$25.00-\$75.00 |
| Physical Therapy Assistant material fee | \$10.00-\$345.00 |
| Physics | \$50.00 |
| Radiography Labs | \$20.00-\$40.00** |
| Radiography material fees | \$20.00 |
| Respiratory Lab | \$15.00** |
| Respiratory Clinical | \$15.00** |
| Respiratory material fees | \$15.00-\$390.00 |
| Statistics | \$105.00 |
| Student Success Skills | \$15.00 |
| Pre-Composition | \$10.00 |

Other Per Credit Hour Fees

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| Health Care Courses | \$25.00 |
| Cherokee Center | \$10.00 |
| Computer Lab Courses | \$10.00 |
| Technology Fee | \$8.00 |

^ = Amount depends upon courses enrolled

* = Other courses may have mandatory fees attached to cover cost of consumable supplies.

= At the time of the printing, the amounts listed above were correct, but are subject to change. The most current charges are normally listed on the College website: /www.labette.edu

**This fee is in addition to the \$25.00 credit hour fee for health care courses.

Tuition & Fees Refund

Fall and Spring Regular Semester Day/Evening/Extension Courses:

- Full Refund – Drops during the first and second week of the semester.

Summer Courses:

- Full Refund – Drops during first four days of the semester.
- = Mini session refund dates may differ

Note: Students will have official transcripts withheld if any financial obligations have not been paid or if materials and/or equipment have not been returned to the College (see Holds).

Add/Drop/Withdrawal

It is the student's responsibility to officially add or drop a course in which he/she is enrolled. (Students are not to cease class attendance without completely processing an Add/Drop Form. Failure to take such action will result in an "UF" being assigned for the course.)

- Courses may be added or dropped during the first week of classes with only advisor approval.
- Courses can be added during the second week of classes with Advisor and Instructor approval.
- Courses can be dropped by email to your advisor but not by phone.
- It is the responsibility of the student to confirm all add/drops/withdrawals, regardless of the situation, if it is the student's decision to drop/withdraw

Drops completed during the first and second weeks of courses are considered a "drop" and students are entitled to a full refund. It is the responsibility of the student to submit the completed form to Student Affairs prior to the close of business of the respective drop date.

Drops completed during the refund period will not become a part of the transcript. During this period the:

- Drop/Add/Withdrawal Form is completed by the student.
- Student is responsible for obtaining the signature of the advisor or appropriate director.
- Student is responsible for submitting the completed form to the Student Affairs Office prior to the close of business on the respective drop date.

A student who withdraws from a course after the final refund period must complete an Add/Drop/Withdrawal Form.

- Withdrawals completed after the final refund periods are considered a withdrawal and there is no refund.
- Course(s) from which the student officially withdraws after the final refund periods will appear on the transcript as a "W".
- Students enrolled for regular fall/spring courses will be permitted to withdraw from courses until 15 class days prior to finals.

Discontinuing attendance in class without officially dropping/withdrawing will result in an "UF" being recorded on the transcript.

Failure to complete an Incomplete Contract agreement will automatically result in an "F" being recorded on the transcript.

Students will not be permitted to withdraw or drop a course in which they have received an "F" due to academic misconduct.

*** Refer to academic calendar for specific dates, especially for the summer sessions**

Military Drop/Incomplete (Procedure 4.111)

Labette Community College supports students who are members of the United States Armed Forces and Reserve Units. To assist them, as well as protect and safeguard their status as LCC students, and in accordance with federal law, the college has adopted a Student Military Leave of Absence Procedure.

Authorization for Student Military Leave of Absence

A student requesting leave for either short periods or extended periods of military service must give advance written notice by completing a Labette Community College Student Military Leave of Absence Form (MLOA).

The student must also submit a copy of military orders as soon as they are available. If the student is required by the military to leave immediately, a family member or other designated party may submit a copy of the orders and complete the Student Military Leave of Absence Form (MLOA) on the student's behalf.

Military Leave of Absence Forms is available online from the Military-Connected Student Services. The completed authorization form must be submitted to the Military-Connected Student Services, Student Success Center, L107B, or online to military@labette.edu.

To be readmitted, the student must give written or email notice of the intent to reenroll to military@labette.edu as soon as reasonably possible after the completion of the period of their service. If the student is recovering from a service-related injury or illness, they must notify military@labette.edu.

A student who does not submit a timely notification of intent may not be eligible for the benefits outlined herein.

Short Periods of Military Duty (up to 2 weeks)

Students may be called to fulfill their duties for training or short-term deployment, which cause students to be absent from classes for a short period of time. These absences qualify as “excused absences” which means that the absence, with an approved MLOA, is not subject to penalty and course work may be satisfied through agreement between individual instructors and students.

The following guidelines apply to students whose military services has necessitated their absence in courses for a short period of time. These students must complete the Military Leave of Absence form and supply a copy of their orders to the Military-Connected Student Services Coordinator.

- A. A student who will be absent for up to two weeks will be allowed to make up any missed work within a reasonable time frame (generally up to 30 days) without a grade penalty. In addition to completing the MLOA, it is the responsibility of the student to communicate in writing directly with each instructor, as far in advance as possible, so appropriate accommodations can be made. Students are also strongly encouraged to complete coursework in advance, whenever possible.
- B. Faculty members are expected to make reasonable academic accommodations or opportunities for students to complete course assignments and/or exams (see c. below) without penalty to the course grade for class absence(s) or missed deadlines due to military training or obligations. Students will provide faculty members with a copy of their approved MLOA with as much advance notification as possible for absences that will result from temporary responsibilities of their military obligations. For time-sensitive state or federal emergencies/ activations where written documentation may not be available until the end of the obligation, the student is responsible for securing the orders to provide to the Military-Connected Student Services Coordinator upon return to the College.
- C. Military students have the option of contacting LCC Testing services for make-up exams at no charge.

Extended Periods of Military Duty (more than 2 weeks)

A student who will be absent for more than two weeks after classes begin should request a complete withdrawal from the current term in addition to filing the MLOA form.

The following guidelines apply only to students whose service in the military has necessitated their sudden withdrawal or prolonged absence from their enrollment at Labette Community College. These students must complete the Military Leave of Absence form, supply a copy of their orders to the Military-Connected Student Services (MCSS) Coordinator, complete the Add/Drop/Withdraw Form and any other required paperwork with their major advisor, MCSS Coordinator, and instructor.

1. If the MLOA is filed within the full refund date of the semester, Courses dropped will result in a full refund of tuition and fee charges. Courses will not appear on transcript. (Usually two weeks into the semester).
2. If the MLOA is received after the full refund date of the semester, the student has the following options:
 - a. WM – Withdrawal Military - Courses dropped after the full refund date of the semester will result in a full refund of tuition and fees charges. Courses will appear on the transcript as a WM.
 - b. IM – Incomplete Military - may be an option to students who would like to complete the course by the following semester. Using this option will need approval of the instructor. (This is similar to what is available to non-military LCC students, but is typically only used if a student is near the end of a semester. IM could be applied any time during a semester, with instructor approval.)

Military Connected In-State Tuition Benefit (Procedure 4.112)

Per the Choice Act of 2014 and the State House Bill 2154 and 2567, Labette Community College will offer the in-state tuition rate to qualified individuals.

Qualified individuals include:

- Current members of the armed forces* of the United States
- Spouses and dependent children of current members of the armed forces* of the United States
- Veterans and their spouse⁴ and dependent children who were permanently stationed in Kansas during their service in the armed forces**
- Veterans and their spouse and dependent children who had established residency in Kansas prior to service in the armed forces**
- Veterans eligible for VA educational benefits (Post 9/11, Montgomery, Chapter 1606/1607 reserves)**
- Spouses and dependent children of veterans with entitlement to a VA educational benefit (Post 9/11, Fry Scholarship, Chapter 35 DEA)**

*The term “armed forces” include the Army, Navy, Marine Corps, Air Force, Coast Guard, Kansas Army or Air National Guard or any branch of the military reserves of the United States.

**Requirements: Must live in Kansas while attending school.

Note: It is not a requirement to use the VA educational benefit to receive the in-state rate. In-state rate continues even after benefit has been exhausted with continuous enrollment.

Questions or inquiries regarding instate tuition are handled through the Military Connected Coordinator or the Admissions Office.

Refund Due to Serious Illness or Injury

If a student is unable to complete a semester or session due to serious illness or injury, the student must present acceptable official documentation signed by a licensed health care provider certifying the circumstances in adequate detail. Upon completion this documentation should be directed to the Registrar for review and determination of appropriate action. Based on an approved request, the student will be withdrawn from all courses and refunded the tuition and fees for the semester/session, provided that the student has personally and fully paid all other outstanding tuition and fees, and has no other outstanding College financial obligations. If the above student received Title IV federal financial aid, the current return to Title IV Funds policy must be applied.

Refund Due to Death of Student

If a student should die during a semester/session in which the student is duly enrolled, the student’s estate will be refunded the tuition and fees based on the above stated policies. To initiate this process, the family may contact the Office of the Registrar.