Withdrawals and Dropping Courses

- Students are responsible for officially dropping classes or withdrawing from WITC if they stop attending. Refunds are issued in accordance with guidelines established by the Wisconsin Technical College System.
- Students who do not officially drop or withdraw will receive failing grades at the end of the term.
- Students may withdraw on-line in their personal portal My WITC.
- Forms are also available from the Student Services office.
- To officially withdraw from the college (drop all classes), students must contact the Student Services office. Students are encouraged to schedule a conference with a counselor to complete the withdrawal process.
- Reasons to see a counselor before dropping a class or classes:
  - Students need to be aware of the consequences of dropping a class, such as:
    - Losing financial aid.
    - No longer qualifying to remain on their parents’ insurance plan.
    - Jeopardizing progression in or graduation from their program, etc.
- The official withdrawal date is based on the date the student notifies the college of his/her intent to withdraw.
- Students receiving federal Stafford loans must be enrolled at least half time to remain eligible. Students dropping below half-time status may owe a repayment to the college.
- Federal financial aid recipients who do not stay enrolled for more than 60% of the payment period will incur a repayment obligation.
- Failure to formally withdraw from the college, which is considered an unofficial withdrawal, will result in the recording of failing grades on the student’s permanent record for all classes attempted.
- If less than 20% of the scheduled hours of instruction remain, no class drops, or complete withdrawal will be allowed. In extenuating circumstances, exceptions may be approved by your faculty member.

Refund Policy

- Refunds are processed according to the Wisconsin Technical College System Refund Policy for program, material, and activity fees. Refunds are applicable only from the date the student formally notifies the Student Services office of their intent to drop a course(s) or completely withdraw from the college and completes a drop form or drops courses on-line through My WITC.
- Students who decide to withdraw from a course should do so immediately as a single day can make a difference in the amount of refund. Requests for refunds must be received during the term of enrollment. Students registering for a course after the start date are subject to the refund guidelines as stated. In the event of extenuating circumstances, students should meet with the campus dean of students.
- A full refund will be given if the drop/cancel is done prior to the first day the class meets.
- Students who are reported by faculty members as “no shows” or students who cease to attend classes without officially withdrawing will not receive a refund. Students are obligated for full payment of tuition and fees. Federal financial aid recipients reported as a “no show” may owe a repayment to the college.
- If the college cancels the course, the refund is 100%. If the college discontinues the course during the 80% refund period, the refund is 100% of all fees paid. After this period or after consumable materials have been issued to the student, the refund will be a proportionate amount of the total fees paid.
- A student who drops one course and adds another during the first week of the term shall receive 100% credit for tuition and fees paid, provided this amount is applied toward the course added. The course added must be in the same term as the course dropped. Courses beginning the first eight weeks of a term are not considered to be in the same term as courses beginning in the second eight weeks. If the fees for the course dropped exceed fees for the course added, refunds will be made according to the guidelines listed below. No registrations will be allowed after the first week of a term for classes starting that week without faculty permission; however, registrations for classes starting later in the term are continuously accepted.
For all courses that are scheduled, the refund is:

- 100% before the class meets.
- 80% if less than 11% of the course’s total potential hours of instruction have been completed.
- 60% if 11-20% of the course’s total potential hours of instruction have been completed.
- Zero after more than 20% of the course’s total potential hours of instruction have been completed.

For noncredit, continuing education (CEU) courses, the tuition and fees are nontransferable to another section of the same course or to a different course.