



## Spring 2010 Semester Refund Policy

### January 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	Taking an Online Course? Log onto Blackboard by clicking this symbol located at <a href="http://www.lenoircc.edu">www.lenoircc.edu</a> .				1 <i>Happy New Year!</i>	2
3	4	5 <i>Registration Day</i>	6 <i>First Day of Class!</i>	7	8 <i>Add-Period Ends</i>	9
10	11 <i>10% point for first 8-week courses</i>	12	13	14	15 <i>10% point of Semester Last day for 75% refund</i>	16
17	18 <i>Holiday</i>  <i>College closed</i>	19	20	21	22	23
24	25	26	27	28	29	30
31	<b><i>Be sure to check your campus email account each day by going to Campus Cruiser at <a href="http://www.lenoircc.edu">www.lenoircc.edu</a>.</i></b>					

- Jan. 5, 2010**      You must officially withdraw from class(es) in the Registrar's Office by 7:00 p.m. to receive a 100% refund for tuition.
- Jan. 6-8, 2010**      You may add a course by seeing your advisor and submitting your request to the Registrar's Office before 1:00 p.m. on Friday, Jan 8<sup>th</sup>.
- Jan. 11, 2010**      Last day to receive a 75% refund if withdrawing from a first 8-week course.
- Jan. 15, 2010**      Last day you **may** qualify for a 75% refund if you withdraw from a course after the semester begins. Your refund is based on the actual census (10%) date for each class and varies by class date and meeting time. You may check with the Registrar's Office or your instructor for the census date of your class.

#### **Adding and Dropping courses during the Add Period? Changing sections?**

You must add your additional course at the exact time you are dropping your previous course to avoid the 25% penalty for dropping a course during the Add Period. See a counselor/advisor **BEFORE** you withdraw from a course.