

Lackawanna College
Occupational Therapy Assistant Program
Withdrawal and Refund of Tuition and Fees

The following information can be located in this document:

- [Withdrawal from course or college](#)
- [Failure to Withdraw](#)
- [Withdrawal from the OTA Program](#)
- [Refund Policy for Tuition and Fees](#)

Withdrawal from course or college

A student can withdraw from class or from the College without academic penalty at any time up to and including the final date for withdrawal as indicated on the College calendar. Withdrawal forms are available in the Advising Center, at each center, or on the portal. Forms must be approved by designated offices before final processing. In addition to the required signatures listed on the form, the Athletic Department must sign for any athlete wishing to withdraw from a course or from the College. Students wishing to withdraw from a developmental course must also have the signature of the Director of Developmental Education (or center advisor) prior to processing a withdrawal form.

Official withdrawals will result in a “W” grade on the student transcript, which is not calculated in the QPA. If a student stops attending a course for which he or she is registered after the published census date without having officially withdrawn from the course, the student will be assigned an “AW” (failure) for the class. The importance of an official withdrawal cannot be over-emphasized.

Students should consider the following before withdrawing from a class:

- If a full-time student, will the student remain at full-time status (12 credits)? Dropping below full-time status may affect financial aid.
- When will the course again be offered, and is the course needed before taking an advanced course?
- Has tutorial assistance been sought, or has the professor been asked for help? What will happen if the course is not dropped?

Students need to be aware that withdrawing from classes will slow down progression toward completion of a chosen program of study.

It is required that students consult an Advising Center advisor, Center Advisor, and Financial Aid advisor before withdrawing from a class.

It is required that students consult with Dean of Student Success and Retention, Center/Program Director, or Designee prior to completely withdrawing from the college.

Refund of tuition for properly filed withdrawal forms will be based on the Refund Policy, which can also be accessed on the Student Accounts Office page of the Portal.

Withdrawal from an OTA course will be considered withdrawal from the OTA program.

Failure to Withdraw

If a student stops attending a course for which they are registered after the published census date (end of drop/add), without having officially withdrawn from the course, the student will be assigned an AW (penalty-grade failure) for the class. The student will be directed to officially withdraw from the class by the published date (last day to academically withdraw). If the student does not officially withdraw from the course by the designated date, the AW will remain on official transcripts. After Week 10 of the fall/spring semester, students will no longer be dropped from courses for lack of attendance and will instead receive the course grade earned, assuming zeros on all missed assignments, projects, tests, quizzes, participation, etc. Students should contact the Advising Center or their Center Advisor to process the official withdraw

Withdrawal from the OTA Program

The OTA faculty wishes to retain all students in the program. If a student wishes to withdrawal from the program, a formal meeting with the Program Director should occur. During this meeting a discussion will take place to assist the student in the decision making process. If the student wishes to continue to withdrawal from the program, a formal written request is made by the student and placed in the student's file. The student should also refer to the Lackawanna College Student handbook for further information on policies relating to refunds in the event of a student withdrawing from school.

A student who formally withdraws from the OTA Program may eligible to re-apply to the OTA Program. In order for a student to re-apply to the OTA Program, the student must have been in good academic/behavioral standing at the time of withdrawal from the OTA Program. The student must also be able to perform the OTA Essential Functions with or without reasonable accommodations is permitted to re-apply to the program. Students re-applying to the program must complete all Admission Criteria and Processes.

Refund Policy for Tuition and Fees

The College must engage its faculty and make other costly commitments in advance of each semester based on anticipated revenue from tuition. When students withdraw, they leave a financial void that cannot be filled after a semester has begun. Therefore, the following refund policy has been established for standard semesters (fall and spring semesters only):

- If a student withdraws prior to or until the end of the second week of scheduled classes, only the \$35 application fee and the \$100 commitment fee (\$375 commitment fee for resident students) will be retained. Only payments of tuition and fees will be refunded.

Updated 1/21

- Housing costs will not be refunded after the end of the second week of scheduled classes, including the meal plan.
- If a student withdraws during the third week of classes, the College will retain 25% of the total tuition for that semester.
- If a student withdraws during the fourth week of classes, the College will retain 50% of the total tuition for that semester.
- If a student withdraws after the fourth week of scheduled classes, the College will retain 100% of the tuition.
- If a student's financial aid is impacted negatively because of withdrawal or drop/add adjustments, the student will remain responsible for any balance owed and any costs incurred by the College to collect the monies owed.

Separate refund policies have been established for the summer sessions, online courses, non-traditional terms, and all non-credit courses. Refund policies are posted on the Lackawanna College website and the portal each semester. Contact the Student Accounts Office for exact dates and refund amounts.

Refund Policy for Summer and Winter Sessions (Day, Evening, and Online Classes)

- Prior to the start of scheduled classes: 100%
- Until the end of the drop period: 100%
- After the drop period: No refund