



**STUDENT HANDBOOK**

**Appendix B – EMS Program Tuition & Fees Refund Schedule**

<b>Reason</b>	<b>Refund</b>	<b>Procedure</b>
<b>Program Cancelled by LSTI</b>	100% of all tuition and fees paid	Nothing. A refund will be issued within 30 days.
<b>Program Rescheduled by LSTI</b>	100% of all tuition/fees paid will be applied to a rescheduled course. You may request a refund of your tuition and fees paid if the reschedule date is not satisfactory to you.	<p>If attending the rescheduled course, you do not need to do anything. Your paid tuition and fees will be automatically applied to that course.</p> <p>If you are not attending the rescheduled course, submit a completed course withdrawal form to the LSTI Business Office before the end of the registration period for the rescheduled class.</p>
<b>Withdrawing within ten (10) calendar days of program registration</b>	100% of tuition and fees paid <u>minus</u> a one hundred dollar (\$100.00) registration fee	Submit a completed course withdrawal form to the LSTI Business Office.
<b>Withdrawing <u>BEFORE</u> or on first class day</b>	100% of tuition and fees paid <u>minus</u> a two hundred dollar (\$200.00) administrative fee.	Submit a completed course withdrawal form to the LSTI Business Office <u>before</u> the start of the next class meeting.

Reason	Refund	Procedure
<b>Withdrawing <u>AFTER</u> first class day and during first 10% of program</b>	90% of tuition and fees <u>minus</u> a two hundred dollar (\$200.00) administrative fee.	Submit a completed course withdrawal form to the LSTI Business Office <u>before</u> the end of the first 10% of the program.
<b>Withdrawing <u>AFTER</u> first 10% of program but <u>BEFORE</u> the end of the first 25% of the program</b>	50% of tuition <u>minus</u> a two hundred dollar (\$200.00) administrative fee.	Submit a completed course withdrawal form to the LSTI Business Office <u>before</u> the end of the first 25% of the program.
<b>Withdrawing <u>AFTER</u> first 25% of program but <u>BEFORE</u> the end of the first 50% of the program</b>	25% of tuition <u>minus</u> a two hundred dollar (\$200.00) administrative fee	Submit a completed course withdrawal form to the LSTI Business Office <u>before</u> the end of the first 50% of the program.
<b>Withdrawing <u>AFTER</u> first 50% of program</b>	Zero (0) refund of tuition or fees	N/A

**\*\* This does not apply to contract agreements. Please refer to your contract for specifics.**