

Adams Campus
401 North Main Street
Adams, WI 53910

Marshfield Campus
2600 West Fifth Street
Marshfield, WI 54449

Stevens Point Campus
1001 Centerpoint Drive
Stevens Point, WI 54481

Wisconsin Rapids Campus
500 32nd Street North
Wisconsin Rapids, WI 54494

Phone: 715.422.5300 Toll-free: 888.575.6782 Fax: 715.422.5561 Web: mstc.edu

Adding/Dropping Classes

Classes may be added through the first week of class meetings. Classes added after the first week require instructor/dean approval.

Classes dropped before 10 percent of the class meetings have occurred will not be reflected on the student's transcript.

A grade of "W" (withdrawal) is issued if the class is dropped after 10 percent but before 90 percent of the class meetings having occurred. After that point in time, a grade of "F" is assigned for the dropped class. The effective date of the drop is determined by the date the Office of Student Records receives the Drop/Add. If the instructor withdraws the student from the class, the effective date of the drop is determined by the date the Office of Student Records on any campus receives the form. The form is then entered into the student data system based on the date of receipt. Grades and refunds will be calculated based on the date of the class drop. It is the student's responsibility to obtain and retain a copy of the drop form.

Within a semester, a student who drops one section of a course and, at the same time, enrolls in an equivalent section of the same course shall not receive a refund of class fees for the dropped section or be charged class fees for the added section. An equivalent section is defined as a class that is offered for the same credit value, is subject to the same dollar amount of student fees, and is at substantially the same point in the course curriculum at the time of the drop/add. Section changes done after the first week of a class must be approved by a dean or associate dean and the instructor.

One hundred percent of the tuition and fees must be paid for added classes. If the reduction in tuition/fees for the dropped class exceeds the fees for the added class, the student will be issued a refund. If the added class exceeds the tuition/fees of the dropped class, the student will be required to pay the additional amount owed at the time of registration. If the student is enrolled in the payment plan or is receiving financial aid, adjustments will be made accordingly.

Textbooks rented from the Mid-State Bookstore must be returned by the end of the semester to avoid additional charges.

Withdrawal from College

It is highly recommended that students wishing to withdraw from college meet with an academic advisor to discuss personal, financial, and grading implications of this decision. The date of the withdrawal from college is determined by the date that the Office of Student Records receives the form. Grades and refunds will be calculated based on the date of the withdrawal from college.

Financial Aid Regulations

Federal law states that if a student receives federal financial aid and withdraws, quits attending, or drops out of all of their classes before completing at least 60 percent of the semester, the student must return a portion of the federal aid that was received.

- Any Title IV (federal) financial aid that a student receives will be considered to have been "earned" as long as they remain enrolled for more than 60 percent of the payment period.
- If a student withdraws from the college before more than 60 percent of the payment period is completed, they will be required to repay the "unearned" federal financial aid.
- If the student receives all F grades for a term, they will be considered an "unofficial withdrawal" and will be required to repay at least 50 percent of the college's charges.
- If the student has received financial aid and failed to attend classes, they are considered a "no show" and, therefore, have not established eligibility for any financial aid. No show students must repay in full any funds received.
- Return of federal funds must be credited to the following programs in priority order based on the student's receipt of funds: Stafford Loan (unsubsidized), Stafford Loan (subsidized), PLUS loan, Pell Grant, Supplemental Educational Opportunity Grant (SEOG), and Talent Incentive Program (TIP) Grant.
- The student will be billed for the amount to be repaid according to the above outlined financial aid regulations. These regulations must be enforced at every college, not just Mid-State. Until that balance is paid, the student is not eligible to receive additional financial aid funds nationally. The student's Mid-State record will also be on hold prohibiting Mid-State student registration and transcript requests.
- Consult with Financial Aid staff prior to withdrawal to discuss your individual situation.

Refund Policy

Refunds are issued per the official refund schedule, which can be obtained from any Campus Office. Refunds may be issued by check or credit card. Refund amounts are determined by the Wisconsin Technical College System (WTCS) refund policy and federal financial aid regulations.

The WTCS Refund Policy states:

- 100-Percent Refunds: If the college cancels a class, 100 percent of student fees shall be refunded. If a student applies for a refund before the first class meeting which the student is scheduled to attend, 100 percent of student fees shall be refunded.
- 80-Percent Refunds: 80 percent of all applicable student fees are to be refunded if application for refund is made before or at the time 10 percent of the class's potential class meetings of instruction have been completed.
- 60-Percent Refunds: 60 percent of all applicable student fees are to be refunded if the application for refund is made after 10 percent but before more than 20 percent of the class's potential class meetings of instruction have been completed.
- 0-Percent Refunds: No refund is to be made if the application for refund is made after 20 percent of the class's potential class meetings of instruction have been completed.

Questions:

Please visit the Campus Office at any Mid-State location or call a college experience specialist at 888.575.6782 regarding refunds or student account matters.

Students who wish to dispute an amount due should address all concerns in writing to:

Registrar - Mid-State Technical College
500 32nd Street North, Wisconsin Rapids, WI 54494

Adams Campus
 401 North Main Street
 Adams, WI 53910

Marshfield Campus
 2600 West Fifth Street
 Marshfield, WI 54449

Stevens Point Campus
 1001 Centerpoint Drive
 Stevens Point, WI 54481

Wisconsin Rapids Campus
 500 32nd Street North
 Wisconsin Rapids, WI 54494

Phone: 715.422.5300 Toll-free: 888.575.6782 Fax: 715.422.5561 Web: mstc.edu

STUDENT INFORMATION

Mid-State Student ID Number:		Student Name:	
Home Address:			
City:		State:	Zip:
Phone:		Email:	

CLASS DROPS

Class Number (5 Digit)	Class Title

Comment: _____

REASON FOR DROPPING

<input type="checkbox"/> Changed program	<input type="checkbox"/> Incarceration
<input type="checkbox"/> Class date/time changed	<input type="checkbox"/> Instruction not satisfactory
<input type="checkbox"/> Class delivery (online, ITV)	<input type="checkbox"/> Medical/Mental health
<input type="checkbox"/> Class load too heavy	<input type="checkbox"/> Military call to duty
<input type="checkbox"/> Class swap/time conflict	<input type="checkbox"/> Received transfer credit/test-out/other credit
<input type="checkbox"/> Class too difficult	<input type="checkbox"/> Technology issues
<input type="checkbox"/> Drop from waitlist	<input type="checkbox"/> Transferring schools
<input type="checkbox"/> Family issues	<input type="checkbox"/> Transportation
<input type="checkbox"/> Financial	<input type="checkbox"/> Work related

CLASS ADDITIONS

Class Number (5 Digit)	Class Title	Instructor Initials & Date <small>(Required for prerequisite, full class overrides, and classes already in session beyond 1 week)</small>

Comment: _____

STUDENTS

I agree, according to Mid-State 's payment policy, to be responsible for the payment of related tuition and fees for the class(es) I am enrolling in above. Should I choose not to attend, I need to drop the class(es) prior to the day the class(es) begins to avoid any charges. I understand that drops that occur on or after the first day of a class will result in tuition charges to my account and that by dropping courses, this may affect my financial aid status. By submitting this form, I agree to the terms and conditions stated above.

Student's Signature: _____

FOR OFFICE USE ONLY
 Date Received: _____ Date Processed: _____ Date Phoned In: _____ Initials: _____