

SCHEDULE CHANGE FORM

Year: _____ Check One Term: ☐ Fall ☐ Spring ☐ Summer I ☐ Summer II ☐ Summer III

Name: _____ A# _____

<input type="checkbox"/> Drop/Withdrawal <input type="checkbox"/> Cancelled		<input type="checkbox"/> Add <input type="checkbox"/> Section Change	
Subject/Course/Section	Instructor Signature	Subject/Course/Section	Instructor Signature
Subject/Course/Section	Instructor Signature	Subject/Course/Section	Instructor Signature
Subject/Course/Section	Instructor Signature	Subject/Course/Section	Instructor Signature
Subject/Course/Section	Instructor Signature	Subject/Course/Section	Instructor Signature

The Texas Education Code and Texas Higher Education Coordinating Board have imposed the "Six Course Drop Limit," impacting certain students enrolled in Texas institutions of higher education. Please initial one applicable statement below:

_____ I am not subject to the Six Course Drop Limit, because I was enrolled in a Texas college/university prior to Fall 2007, or I am currently a dual enrollment high school student.

_____ I am subject to the Six Course Drop Limit, but I do not request waiver of the above drop(s) and understand that I cannot appeal this request.

_____ I am subject to the Six Course Drop Limit, but I request waiver of the above drop(s) based upon:

- | | |
|--|--|
| <input type="checkbox"/> personal illness | <input type="checkbox"/> illness or death of family member |
| <input type="checkbox"/> withdrawing from all courses for the semester | <input type="checkbox"/> military service (requires documentation) |
| <input type="checkbox"/> developmental courses | <input type="checkbox"/> employment |
| <input type="checkbox"/> other reason (please explain): _____ | |

In addition, I hereby acknowledge that:

- (1) the current refund policy of STC is published in the *Business Office Student Guide*, *STC Catalog*, *STC Course Schedule*, and on the back of this form; I will adhere to this policy,
- (2) if I drop a developmental course that is required for TSI compliance, I may be withdrawn from all college-level coursework; it is my responsibility to consult the Office of Counseling and Advising,
- (3) if I have received a financial aid award and drop a class, the amount of my award may be reduced; it is my responsibility to consult the Office of Student Financial Services,
- (4) the effective date of a schedule change is the date this form is received by the Office of Admissions and Records, and
- (5) there is a non-refundable fee(s) for changing a schedule and/or withdrawing from all classes in a given semester or session.

Student Signature: _____ Date: _____

▼▼▼▼▼ Office Use Only ▼▼▼▼▼

Please initial completed action:

- ☐ Student is not subject to Six Course Drop Limit
- ☐ Student is subject to Six Course Drop Limit, drop waived
- ☐ Student is subject to Six Course Drop Limit, drop not waived
- ☐ Student is subject to Six Course Drop Limit, exceeded limit

-Posted "W" _____

-Posted "W" _____

-Posted "W." _____

-Posted "F" _____

Date Processed: _____

OAR (white original)

Student (yellow copy)

REFUND POLICIES

- ▶ The effective date of a schedule change is the date this form is received by the Office of Admissions and Records.
- ▶ Class days refer to STC's scheduled class days, not the student's class meeting days.
- ▶ STC may apply existing credits to the student's delinquent outstanding debt.
- ▶ All students who are eligible for a cash refund will receive the refund via mail or preference selected on JAGCARD.
- ▶ Refunds made in accordance with NACHA (National Agency Clearing House Association) and the Merchant Services Agreement (merchant shall make no cash refunds to purchasers on card sales):
 - If classes are paid with a credit card, a refund is to be first applied to the original credit card payment.
 - Any financial aid posted after the account has been paid by a credit card is refunded back to the credit card before any money is refunded to the student.
 - There will be NO exceptions to this procedure.
- ▶ STC may refund all or a percentage of tuition and mandatory fees to students dropping or withdrawing according to the refund schedule established by the Texas Higher Education Coordinating Board, as follows:

TUITION AND MANDATORY FEES:

Fall and Spring Semesters

(1) prior to or on the second class day	100%
(2) during the next 13 class days	70%
(3) during the 16th through 20th class days	25%
(4) after the 20th class day	None

Summer Sessions I, II, and III

Periods vary based on the length of the session; refer to the current *Business Office Student Guide*.

INCIDENTAL FEES:

Audit Fees, Credit by Exam Fees, Drop and Add Fees, Emergency Loan Late Fees, Installment Fees (processing & late fees), Insurance Fees, Reinstatement Fees, and any other fees approved by the Board of Trustees of South Texas College.

Fall, Spring and Summer Semesters

(1) prior to the first class day	100%
(2) first class day and after	None

Statement of Equal Opportunity

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, age, sex, gender, disability, genetic information or veteran status.

Individuals with disabilities requiring assistance or access to receive these services should contact disABILITY Support Services at 872-2173.