



LAMAR STATE COLLEGE ★ PORT ARTHUR

Workforce Development & Continuing Education

Balance Responsibility Agreement

(Self-Pay and EDC Funded Students Only)

The undersigned understands and hereby agrees that it is the sole responsibility of the student to properly drop a course for which they are registered to attend. To properly drop a course without penalty, the student must notify the instructor or the advisement counselor **before the end of the 3rd calendar day after the start of the course**, excluding official school holidays or weekends.

If a student fails to drop the course before the deadline, the student cannot drop the class. If the student subsequently fails the course or stops attending for any reason, the student is responsible for the entire remaining balance owed for the course.

ACKNOWLEDGEMENT

I acknowledge that I have read and understand the Workforce Development & Continuing Education **Balance Responsibility Agreement** and agree to be bound by its provisions.

Signature

Printed Name

____/____/____
Date