



LAMAR STATE COLLEGE ★ PORT ARTHUR

Workforce Development & Continuing Education

Tuition Refund Policy

(Self-Pay Students Only)

A student who withdraws from a Workforce Development course **before** the beginning of the **fourth (4th) class day** is eligible for a 70% refund of course tuition only. Additional fees paid to other parties or to LSCPA, if any, are non-refundable. ***After the fourth (4th) class begins, there will be no refunds.***

A request for refund must be made in writing and must be received within 14 days of the scheduled start date of the course.

This policy applies to all Workforce Development & Continuing Education courses delivered in an in-person format, including all commercial driver training courses (CDL). All courses delivered in an online format are excluded from this policy. There is no refund for online courses.

ACKNOWLEDGEMENT

I acknowledge that I have read and understand the Workforce Development & Continuing Education **Tuition Refund Policy** and agree to be bound by its provisions.

Signature

Printed Name

____/____/____
Date

For more information, please contact **Donna Thomas**, LSCPA Workforce Development Counselor by phone at **(409) 984-6232** or by email at **abramsdl@lamarpa.edu**.