

Change and Withdrawal Policy

If you must withdraw, postpone, or change courses, please talk to a registrar. A service charge will be made for changes to student schedules. There is no charge for withdrawals.

Changes before starting your program

If you must postpone your start date, here are the fees:

2 weeks' notice or more	\$50
less than 2 weeks' notice	\$100

- Changes can only be made if there is a seat available in the requested course (we recommend asking 4 weeks ahead).
- You will receive a new letter of acceptance, if needed.
- Make-up classes will not be provided for students starting their courses late.

Changes after starting your program

1st change	\$100
2nd change	\$150
3rd change	\$200
4th change	\$300

- Changes can only be made if there is a seat available in the requested course (we recommend asking 4 weeks ahead).
- Some changes may require additional tuition fees.
- You must provide a reason for the change, and it must be due to circumstances which you cannot control.
- You cannot transfer your classes to another person.
- Please contact the LCC office for more details.

If you are in a co-op program and want to change your diploma course, you must fill out a change request form and have it signed by both instructors.