

Business Office Policies

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Payments

All fees must be paid by cash, check, money order, MasterCard, Discover, Visa, or American Express to complete registration. A valid driver's license is required ID for checks. Foreign students must pay cash, money order, or credit card.

Full payments can be made in the Business Office or we also offer full payment and various payment plan options online through [myLC Campus](#) with a third-party company. Payment plans are available during most registration periods. A student must set up a payment plan through [myLC Campus](#) prior to the payment deadline.

A \$25 payment plan enrollment fee is charged per semester. There is no fee for full payments. Failure to make all payments on the payment plan will result in a \$30 per month late payment fee and may result in denial of credit for the work done that semester. Any classes added or dropped after the initial payment plan is set up will be added to or deleted from the payment plan automatically and the monthly payment amounts will be increased or decreased accordingly.

Returned Checks

Checks returned to the College for any reason will be assessed a \$30 return charge. Accounts not cleared within the specified time allowed will be turned over to the courts for collection.

A student may be withdrawn from classes for failure to clear an account.

Accounts Not Paid and Clear

All forms of indebtedness to the College, including, but not limited to tuition, fees, fines, returned checks, property loss, and property damage will result in a hold being placed on the student's account. The outstanding balance must be paid before a student may re-enroll or have a transcript request honored.

Failure to pay an outstanding account can result in a student being withdrawn from classes. Outstanding balances from non-current students must be paid with cash, credit/debit card, or cashier's check only. Checks from non-current students will not be accepted to pay prior balances. For accounts with outstanding balances that are paid using a credit/debit card, there will be a 5-business day waiting period before the hold will be released from the student's account. Students who are administratively withdrawn from classes have 14 days from the date of their notification letter to pay all outstanding indebtedness to the College and be reinstated in their classes.

Refund Policy

Lee College is governed by the tuition and mandatory fee refund policy of the Texas Higher Education Coordinating Board. For purposes of the refund policy, a class day is

defined as a day during which the College conducts classes. The count begins with the first day of classes each semester and includes each day thereafter. The count is not just of the days that a particular class meets.

The college will refund tuition and fees to students except in the case of a scholarship and other funds paid directly to the College which are returned to the original source. Refund amounts for other than semester-length courses will depend on the particular course length.

With the exception of course drops for non-attendance, course drops and/or resignations must originate with the student. The college will use the received date, stamped in the Admissions and Records Office or the Counseling Center, to calculate the refund. With the exception of canceled classes, all refunds are exclusive of the registration fee.

The college will begin processing refunds two weeks after the start of the semester. All refunds including credit card payments are processed through BankMobile. In order for a student to receive a refund, he/she must create a BankMobile account and choose a refund method. For assistance with creating a BankMobile account and choosing a refund method, you can go to www.lee.edu/businessoffice/ and then click on the "How to Manage Your Refund" PDF at the bottom of the page.

Students who drop a course or officially withdraw from the institution will have their tuition and mandatory fees refunded according to the schedule set forth below. Students who, for reasons beyond their control, fail to meet these deadlines for refunds may appeal in writing to the Associate Vice President of Student Services.

Refund Schedules

Sixteen-Week (or longer)

Prior to the 1st class day: 100%*

During the 1st-15th class days: 70%*

During 16th-20th class days: 25%*

Thereafter: No Refund

Fourteen-Week (14W)

Prior to the 1st class day: 100%*

During 1st-13th class days: 70%*

During 14th-17th class days: 25%*

Thereafter: No Refund

Thirteen-Week (13W)

Prior to the 1st class day: 100%*

During 1st-13th class days: 70%*

During 14th-16th class days: 25%*

Thereafter: No Refund

Twelve-Week Classes (12W)

Prior to the 1st class day: 100%*

During 1st-12th class days: 70%*

During 13th-15th class days: 25%*

Thereafter: No Refund

Twelve-Week Classes (12A)

Prior to the 1st class day: 100%*

During the 1st-12th class days: 70%*
During 13th-15th class days: 25%*
Thereafter: No Refund

Twelve-Week Classes (12B)

Prior to the 1st class day: 100%*
During the 1st-12th class days: 70%*
During 13th-15th class days: 25%*
Thereafter: No Refund

Twelve-Week Classes (12C)

Prior to the 1st class day: 100%*
During the 1st-12th class days: 70%*
During 13th-15th class days: 25%*
Thereafter: No Refund

Eight-Week Classes (8W1)

Prior to the 1st class day: 100%*
During the 1st-8th class days: 70%*
During the 9th-10th class days: 25%*
Thereafter: No Refund

Eight-Week Classes (8W2)

Prior to the 1st class day: 100%*
During the 1st-8th class days: 70%*
During the 9th-10th class days: 25%*
Thereafter: No Refund

Seven-Week Classes (7WA)

Prior to the 1st class day: 100%*
During the 1st-7th class days: 70%*
During the 8th-9th class days: 25%*
Thereafter: No Refund

Seven-Week Classes (7WB)

Prior to the 1st class day: 100%*
During the 1st-7th class days: 70%*
During the 8th-9th class days: 25%*
Thereafter: No Refund

Five-Week Classes (5W1)

Prior to the 1st class day: 100%*
During the 1st-5th class days: 70%*
During the 6th class day: 25%*
Thereafter: No Refund

Five-Week Classes (5W2)

Prior to the 1st class day: 100%*
During the 1st-5th class days: 70%*
During the 6th class day: 25%*
Thereafter: No Refund

Three-Week Mini (MIN)

Prior to the 1st class day: 100%*
During the 1st-3rd class days: 70%*
During the 4th class days: 25%*

Thereafter: No Refund

Two-Week (2W)

Prior to the 1st class day: 100%*

During the 1st-2nd class day: 70%*

Thereafter: No Refund

*less non-refundable fees

All refunds percentages are based on full payments of tuition and fees. If partial payment was made through a payment plan, the remaining payment(s) will be deducted from the refund.

Texas Workforce Commission Vocational Rehabilitation Program

The Texas Workforce Commission Vocational Rehabilitation Program(TWC-VR) offers assistance to youth, young adults, and adults with disabilities support for job readiness, which often includes college or technical training. Application for services should be made at the student's local Texas Workforce Commission Vocational Rehabilitation Office. Please note that vouchers for qualified students must be submitted to the Lee College Business Office by the payment deadline in order to hold classes. For services in the Baytown area, or for more information, contact the [Workforce Solutions Gulf Coast](#) at 281.837.0079 or check out the [TWC-VR website](#).

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