• Same course section switch, or
• Dean of Instruction approval for documented extenuating circumstances

Dropping Courses
During the first two weeks of each semester, students are allowed to drop courses. To officially drop a course, students must utilize my.westshore.edu and drop the course online. There is no fee for dropping courses. The policy for refunding tuition and fees can be found under the Cost section of this catalog. Students who stop attending class but do not officially drop the course will most likely receive a grade of “F” at the end of the semester.

Students who do not attend any of their courses during the first two weeks of class, may be administratively dropped from their course(s) and will receive a full refund for tuition and fees (except for the Registration Fee). However, students should personally drop their courses through my.westshore.edu to ensure their courses are successfully dropped before the refund deadline. Students that are not reported for an administrative drop, but did not attend their courses, may still be responsible for any tuition and fees due to the college.

Withdrawal
Students have the option of withdrawing from a course through the eleventh week of fall and/or winter semesters; the fifth week for summer semester. The student must file a withdrawal form in the Student Services Office. A designator of "W" will be placed on the academic transcript next to the course(s) from which the student has withdrawn. Students who stop attending class but fail to withdraw officially will receive the grade earned for the course(s) at the end of the semester. Student with documented extenuating circumstances, also have the opportunity to request a withdrawal after the published withdrawal deadline. Late Withdrawal Request Forms are available in Student Services.

Cost
Residency
West Shore has adopted a policy that determines tuition and fees based on the following definitions:

1. Resident of the College District: An individual will be considered to be a resident of the college district if

   The primary residence is located within the legal boundaries of one of these school districts: Bear Lake, Free Soil, Kaleva-Norman-Dickson, Ludington, Manistee, Mason County Central, Mason County Eastern, Onekama, Walkerville,

   Or

   The primary residence (in most cases) is located in one of these townships: Crystal, Elbridge and Weare.
The residence of a minor student follows that of the parents or legal guardians. Six months after the parents of a minor leave the state, the minor becomes a non-resident of the state.

1. A person who is an emancipated minor or is at least 18 years of age and who has resided in the college district for at least 90 days at the time of registration is considered a resident of the college district.
2. Non-residents residing in Michigan: Students who live within the state but not within the legal boundaries of the college district.
3. Out-of-state residents: Students whose primary residence is out-of-state or students under 18 years of age whose parents or legal guardians live out of the State of Michigan.

Residency Verification
Residency is determined at the time of a student’s admission to the College. Change in residency subsequent to admission to the College is verified upon receipt of one of the following items.

- Michigan driver’s license
- State of Michigan identification card
- Voter Registration card
- Property tax statement
- Rent receipts and/or utility bills dating 90 days prior to the date of the student’s payment for classes.

Tuition
For the 2015-16 academic year, per contact hour*

Residents of the College district _____________ $91.00
Non-district residents residing in Michigan _____ $160.00
Out-of-State students ________________________ $215.00

Tuition and fees are subject to change by the Board of Trustees.

*Contact hours are calculated on the number of hours per week of instruction for a course, to include laboratory and/or studio hours.

Veterans Tuition Rate
In recognition of their service to our country, any individual using educational assistance under either Chapter 30 (Montgomery GI Bill – Active Duty Program), Chapter 33 (Post-9/11 GI Bill), of title 38, United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311 (b)(9)) who lives in the State of Michigan while attending West Shore Community College will be charged the current in-state tuition rate regardless of his/her formal state of residence.

Tuition and Second Residence
Non-residents of the College district who own and pay property taxes on a second residence within the district and dependents (claimed as an exemption on the parents’ most recent federal income tax return) of such property owners may receive a tuition credit once a calendar year. This credit cannot exceed the differential between the resident and non-resident tuition rates or the amount of property taxes paid in support of the College, whichever is the lesser. The credit will be applied at the time of course registration, upon presentation to the Registrar of a property tax receipt delineating property tax paid for most recent calendar year. A copy of the parents’ most recent federal income tax return is also required for dependents.

Senior Citizen Tuition Waiver
Residents of the College district who are 60 (sixty) years of age or older will be provided with, upon registration, a waiver of tuition charges. This waiver applies to tuition only and not to other charges, such as admission and lab fees. Proof of age and residency must be shown on the first registration for which the waiver applies.
Refund Policy
Students who officially drop a class may be eligible to receive refunds of tuition. Refunds are based on the following scale:

**Day of Drop Refund**
Through the last day of registration _______________ 100%
After the last day of registration ___________ no refund

A refund schedule with actual dates is available each semester in the Student Services Office, the Business Office, and is published in the Curriculum Guide.

Fees
Course Fees
Fees will be assessed to students enrolled in certain studio, laboratory, and technical courses in order to cover costs of supplies and related materials.

Payment of Fees
All fees must be paid by the deadlines published for each registration period unless prior arrangements have been made with the Business Office.

Registration Fee
There is a $7 non-refundable fee charged to each student to offset the cost of registering for classes.

Student Services Fee
The student services fee is used to finance and promote cultural and intramural programs, to assist campus clubs and organizations, to provide accident insurance, and to carry out functions of the Recreation Center. Students are charged a fee each semester based upon their credit hour enrollment. 2015-16 fees are: $26 for 5 or less credits; $49 for 6 to 11 credits; $56 for 12 or more credits.

Technology Fee
Students are charged $7 per contact hour with a $98 maximum per semester (2015-16) to offset the cost of technology on campus. A portion of this fee covers the expense of all students receiving Internet access and electronic mail accounts.

Sponsor Authorization Forms
Area businesses wishing to sponsor employees in classes at the college can obtain a sponsor authorization form from the Cashier window or Student Services. This form authorizes the college to bill the employer for employee registrations. Sponsor forms must be received prior to payment deadline (payment deadline can be found on the website, catalog, and with billing statement).

Financial Aid
The West Shore Community College Financial Aid Office encourages all students to apply for financial aid and will assist all students with the process of applying for financial aid. Financial aid includes various types of assistance available to help meet the costs of attending college. Types of financial aid include grants, scholarships, waivers, student loans, and work study employment. The WSCC Financial Aid Office believes all students, regardless of the amount of financial aid resources available to them, should have the opportunity to pursue an education and will assist them with finding resources to pursue their education.