

ENROLLMENT CALENDAR

Tuition Refund Policy

The Registrar's office has been designated as the official office for drop and withdrawal notification. Refunds are calculated based on the day a student officially drops a class after which a Drop/Withdrawal Form is received by the Student Services Department in the main office of Manhattan Area Technical College. Students who have completed registration in a class and wish to withdraw from a class or classes in which they are enrolled, a completed drop form must be received by the Registrar's Office within the below specified time Period. Students turning in drop forms to the Registrar's Office within the required time period will receive the following refund:

Courses Equal to or Greater than 9 weeks

100% Refund-5 business days of the course start date

50% Refund- 10 business days of the course start date

Courses 8 weeks or Less (Including Summer Courses)

100% Refund -2 business days of course start date

50% Refund - 4 business days of course start date

No refund will be given after the refund periods. A specific date for the end of the refund period for each semester will be published in the academic calendar for that semester. If MATC exercises its right to cancel a class, a full refund will be issued.

*Important note regarding programs requiring seat deposits, tools, and uniforms: Seat deposits, tools, and uniforms are NOT ELIGIBLE for refund.

Drop/Withdrawal Policy

*An official drop/withdrawal is the date a completed Drop/Add or Withdrawal Form is received by the Student Services Department in the main office of Manhattan Area Technical College. **A student considering withdrawal should first talk with an MATC advisor or instructor for clarification of options.***

If a course is equal to or greater than 9 weeks, a student may officially drop from a course with no transcribed notation of enrollment if the Drop/Add or Withdrawal form is completed and received by the MATC office within 5 business days of the start of the course. If a course is 8 weeks or less, a student may officially drop from a course with no transcribed notation of enrollment if the Drop/Add form is completed and received by the MATC office within 2 business days of the start of the course. A grade of W will appear on the student's transcript if the student officially withdraws from a course prior to 75% of the course being completed for the semester (see the enrollment calendar for exact dates). If 75% of the course has been completed, an earned grade cannot be changed to a W, and the student will receive a transcribed grade based on work completed relevant to the course requirements.

Refer to the Tuition Refund Policy in the Financial Obligations section of the catalog for applicable refund dates.

Business Administration Technology

Course Code	Section	Course Title	Begin Date	End Date	Last Day to drop for 100% refund	Last day to drop for 50% refund	Last day to withdraw
BUS 126	1L2G1	Intro to Business	6/6/2022	7/29/2022	6/7/2022	6/9/2022	7/15/2022
BUS 255	1L2T1	Principles of Management	6/6/2022	7/29/2022	6/7/2022	6/9/2022	7/15/2022

Continuing Education, Workforce Development & Allied Health

Course Code	Section	Course Title	Begin Date	End Date	Last Day to drop for 100% refund	Last day to drop for 50% refund	Last day to withdraw
ALH 100	2B3P1	Certified Nurse Assistant	6/14/2022	7/21/2022	6/15/2022	6/17/2022	7/13/2022

Electric Power & Distribution

Course Code	Section	Course Title	Begin Date	End Date	Last Day to drop for 100% refund	Last day to drop for 50% refund	Last day to withdraw
EPD 199	1N3T1	Utility Internship	6/6/2022	7/29/2022	6/7/2022	6/9/2022	7/15/2022

General Education

Course Code	Section	Course Title	Begin Date	End Date	Last Day to drop for 100% refund	Last day to drop for 50% refund	Last day to withdraw
BSC 110	1B3G1	Biology	6/6/2022	7/29/2022	6/7/2022	6/9/2022	7/15/2022
BSC 205	1B3G1	Microbiology	6/6/2022	7/29/2022	6/7/2022	6/9/2022	7/15/2022
CHM 105	1B3G1	Intro to Chemistry	6/6/2022	7/29/2022	6/7/2022	6/9/2022	7/15/2022
COM 101	1F3G1	Composition Workshop	6/6/2022	7/29/2022	6/7/2022	6/9/2022	7/15/2022
COM 105	1L3G1	English Comp I	6/6/2022	7/29/2022	6/7/2022	6/9/2022	7/15/2022
COM 106	1L3G1	English Comp II	6/6/2022	7/29/2022	6/7/2022	6/9/2022	7/15/2022
COM 115	1B3G1	Public Speaking	6/6/2022	7/29/2022	6/7/2022	6/9/2022	7/15/2022
COM 116	1L3G1	Interpersonal Communication	6/6/2022	7/29/2022	6/7/2022	6/9/2022	7/15/2022
MAT 108	1B3G1	Beginning Algebra	6/6/2022	7/29/2022	6/7/2022	6/9/2022	7/15/2022
MAT 108	2B3G1	Beginning Algebra	6/6/2022	7/29/2022	6/7/2022	6/9/2022	7/15/2022
MAT 110	1B3G1	Intermediate Algebra	6/6/2022	7/29/2022	6/7/2022	6/9/2022	7/15/2022
MAT 110	2B3G1	Intermediate Algebra	6/6/2022	7/29/2022	6/7/2022	6/9/2022	7/15/2022
MAT 135	1B3G1	College Algebra	6/6/2022	7/29/2022	6/7/2022	6/9/2022	7/15/2022
MAT 135	2B3G1	College Algebra	6/6/2022	7/29/2022	6/7/2022	6/9/2022	7/15/2022
MAT 145	1B3G1	Elementary Statistics	6/6/2022	7/29/2022	6/7/2022	6/9/2022	7/15/2022
MAT 145	2B3G1	Elementary Statistics	6/6/2022	7/29/2022	6/7/2022	6/9/2022	7/15/2022
NTR 105	1L3G1	Nutrition	6/6/2022	7/29/2022	6/7/2022	6/9/2022	7/15/2022
PSY 100	1B3G1	General Psychology	6/6/2022	7/29/2022	6/7/2022	6/9/2022	7/15/2022
PSY 100	2B3G1	General Psychology	6/6/2022	7/29/2022	6/7/2022	6/9/2022	7/15/2022
PSY 125	1B3G2	Human Growth & Development	6/6/2022	7/29/2022	6/7/2022	6/9/2022	7/15/2022

Medical Laboratory Technology

Course Code	Section	Course Title	Begin Date	End Date	Last Day to drop for 100% refund	Last day to drop for 50% refund	Last day to withdraw
MLT 2988	1N3T1	Clinical Internship for MLT	5/23/2022	8/12/2022	5/27/2022	6/6/2022	7/26/2022