



**Columbia College Illinois –Lake County  
2018-2019 Catalog Addendum  
Updated: December 26, 2018**

**CATALOG ADDENDUM – VETERANS EDUCATION**

**CONTACT INFORMATION**

**Columbia College – Lake County**

Lyndon Russell, Director Northern Region and Lake County  
Address: 1225 Tri-State Parkway, Suite 560, Lake County, IL 61032  
Email: [lrussell@ccis.edu](mailto:lrussell@ccis.edu)  
Phone: (847) 336-6333  
Fax: (847) 336-6466

Dr. Piyusha Singh, Provost and Vice President for Academic Affairs  
Address: 1001 Rogers Street Columbia, MO 65216  
Email: [psingh@ccis.edu](mailto:psingh@ccis.edu)  
Phone: (573) 875-7635  
Fax: (573) 875- 7445

Website: <http://www.ccis.edu/lakecounty>  
Email: [lakecounty@ccis.edu](mailto:lakecounty@ccis.edu)

**STUDENT COSTS**

In-seat and Online Undergraduate Tuition	\$375.00 per credit hour
Active Military Undergraduate Tuition	\$250.00 per credit hour
In-seat and Online Graduate Tuition	\$490.00 per credit hour
Active Military Graduate Tuition	\$325.00 per credit hour

**REFUND POLICY**

**Tuition Refunds**

Requests to add/drop/withdraw from a course will not be accepted by telephone. Students are required to complete, sign and date all add/drop/withdrawal information. Confirmation of receipt is the responsibility of the student. The add/drop/withdrawal begins the same day and date that the session starts. Add/drop periods do not begin the first day a particular class begins. Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. For more information, please refer to the Financial Aid and Scholarships section of the Academic Catalog.

## **Full Refund**

A student is entitled to a full reduction of tuition and course charges (excluding the admission fee, textbooks, and other academic resource materials) when he/she drops from a course(s) during the first week of the eight-week session, providing a Columbia College add/drop/withdrawal form has been completed and submitted prior to the close of business on Monday of the second week of the session.

## **Partial Refund**

During the second through the eighth week of the session, a student could be entitled to a partial refund of tuition and course charges (excluding the admission fee, lab fees, textbooks, and other academic resource materials) when he/she withdraws from a course(s) due to extraordinary circumstances (refer to the Tuition and Fees section of the Academic Catalog for further details). To be considered for a partial refund, a student must submit a complete add/drop/withdrawal form. This form must be accompanied by a letter from the student explaining the circumstances surrounding the withdrawal and the desire for financial consideration. In addition, Columbia College requires substantiating documentation to support the student's request. Students should be aware that a refund is not automatic, rather, request for financial consideration are subject to review and approval on case to case basis.

## **No Refund**

No refund will be granted to a student who voluntarily or involuntarily (administratively) withdraws from a course(s) during the second through the eighth week of a session, unless extraordinary circumstances apply (refer to partial information listed above).

## **Refund Requests**

Credit on a student account, which results from the transfer of financial aid, does not require a request for refund. These credit balances will automatically be refunded. Credit balances due to overpayment or a change in enrollment status must have a Refund Request Form submitted to the Business Office. This will inform the Business Office that the student wants to have a refund rather than have the credit apply to a future balance.