

Chargebacks

The Illinois Public Community College Act of 1965, as amended, provides that if a student wishes to take a curriculum of studies not offered in the home college district or through a cooperative agreement, the student may enroll in the program at another public Illinois community college district, and the home community college district will pay the non-resident portion of the tuition while he/she is enrolled in such a program.

1. Application Deadline

Application for Authorization of Partial Support must be made prior to the first day of classes of that semester or that summer term at Lake Land College and must be renewed each year.

2. Definition of Curriculum

A curriculum is interpreted as an organized pattern of instruction within a discipline leading to a certificate or associate degree which is publicized in the official catalogue of an Illinois public community college and approved by the Illinois Community College Board and the Illinois Board of Higher Education. Both full-time and part-time attendance are allowable. Individual courses, as in adult continuing education programs, are not considered “programs” for approval purposes, nor are programs that are generally considered to be baccalaureate oriented, e.g. architecture, since the majority of the courses normally taken during the first two years of such programs is readily available at Lake Land College.

3. Determination of Whether or Not a Curriculum is Eligible for a Chargeback

A chargeback is not authorized if the desired curriculum is offered by Lake Land College or through a cooperative agreement with another college. The determination of whether or not the desired program is offered is made by comparing the relevant Lake Land College programs and any cooperative agreement college programs to the desired curriculum and its component courses in the official catalog of the college the applicant wishes to attend. If Lake Land College or a cooperative agreement college has a comparable curriculum, as determined by the Lake Land College Dean of Admissions Services, no chargeback will be authorized.

4. Residency Qualification

To qualify for a chargeback, the student must be a permanent resident of District 517. The residence of unemancipated persons is that of their parents. If the applicant is of foreign citizenship, proof of permanent residence (green card or its new equivalent) is required.

5. Change in Residency

Residents of District 517 are eligible for chargebacks after they have resided in the district thirty (30) days and verify their residency with a Voter's Registration Card. Students who have Lake Land College chargebacks but establish permanent residency out of the district will have their chargebacks terminated at the end of the term in which they moved.

6. Distance and Inconvenience

Distance and inconvenience are not considered as the basis for approving chargebacks. If a program is offered anywhere within District 517 or at a cooperating college (excluding programs at

correctional centers), it is judged to be available. The time of day, the day of the week, or the particular semester or term of offering the program or its component parts are not considered as factors affecting approval.

7. Enrollment Limitation

The fact that a Lake Land College curriculum may have limited enrollment, is temporarily closed to enrollment, or is regularly oversubscribed is not considered as a factor affecting approval.

8. Failure to Meet Entrance Requirements

The fact that an applicant for a chargeback was refused admission to a Lake Land College curriculum because of failure to meet entrance requirements is not considered grounds for authorizing a chargeback for a comparable program at another institution. Nor will Lake Land College authorize a chargeback to someone attempting to meet the entrance requirements or prerequisites for a particular program at another college.

9. Continuity of Authorization

If Lake Land College authorizes a chargeback and subsequently develops a comparable curriculum, the student is not required to transfer back to Lake Land College for the balance of the program.

10. Limit on Number of Programs Per Applicant

A student may not have more than one chargeback at the same time.

11. Repeated Courses, e.g. Incompletes, Failures, Drops or Withdrawals

The College will not pay for repeated courses students take to either raise their grade point average or in which they received incompletes, failures, drops or withdrawals.

12. Schedule of Courses

The student issued a chargeback authorization is required to complete a schedule of courses (program) and return same to the Lake Land College Admissions and Records Office prior to the start of classes.

13. Compliance Guideline

The Lake Land College Admissions and Records Office will audit each billing of chargebacks received, and courses taken which are not part of the approved program will not be honored for chargeback. That is, the entire out-of-district tuition for such courses must be borne by the student.