

VIRGINIA WESTERN COMMUNITY COLLEGE

I – ACADEMIC & STUDENT AFFAIRS POLICIES

I-17 – TUITION REFUNDS

Policy Number: I-17

Last Reviewed: September 13, 2017

Responsible Dept.: DEAN OF STUDENT SERVICES/ADMISSIONS OFFICE MANAGER

Tuition Refunds

Students qualify for a tuition refund for those credit hours officially dropped by the last day to drop and receive a refund according to the academic calendar. This refund will be at the full credit rate. After the last day to drop and receive a refund has passed, no tuition refund will be issued. Exceptions to this policy may be made in extreme, mitigating circumstances which are appropriately documented in accordance with Virginia Community College System (VCCS) Policy 4.3.2.

Qualifying tuition refund exceptions may include:

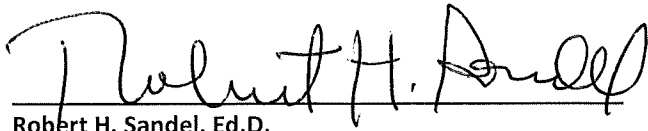
- Major medical emergency
- Extreme financial hardship involving sudden, unforeseen loss
- Death of an immediate family member; immediate family is defined as a father, mother, stepfather, stepmother, spouse, sibling, step-sibling, child, or stepchild
- Errors by Virginia Western personnel; documentation for these errors must be submitted by the department in which the error occurred
- National emergency or mobilization declared by the President of the United States in accordance with Section 23-9.6:2 of the Code of Virginia
- Military service as defined in VCCS Policy 4.3.2.3, pursuant to 23-9.6:2 of the Code of Virginia, and in conjunction with the State Council of Higher Education of Virginia (SCHEV) Guidelines and VWCC Policy I-1: Refunds, Credits, and Reinstatement as a Result of Military Service
- For certain federal financial aid recipients as defined in VCCS Policy 4.3.2.5

Qualifying tuition refund exceptions do not include:

- Misunderstanding of deadlines, college policies and accompanying procedures as published in the College Catalog, the Student Handbook, the college website, or course syllabi
- Misunderstanding of course requirements or prerequisites
- Dissatisfaction with course content, instruction, or academic progress
- Conflicts with child care, work, or vacation schedules
- Changes in eligibility for financial aid or scholarships
- Personal errors in judgment
- Lack of transportation
- Incarceration

Students requesting a tuition refund policy exception must submit a *Tuition Refund Request Form* to the Enrollment Center. This form must be accompanied by appropriate supporting documentation of the extreme, mitigating circumstance that qualifies for an exception to the refund policy. Requests must be received prior to the end of the semester for which the student is requesting a refund.

Approved by



Robert H. Sandel, Ed.D.
President

Date 9/20/17

Review/Revised: 3/2014; 11/2014; 8/2016; 9/2017